1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.
# Index

## National Departments

<table>
<thead>
<tr>
<th>National Department</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Governance</td>
<td>A</td>
<td>03 - 04</td>
</tr>
<tr>
<td>Correctional Services</td>
<td>B</td>
<td>05 - 11</td>
</tr>
<tr>
<td>Economic Development</td>
<td>C</td>
<td>12 - 13</td>
</tr>
<tr>
<td>Government Technical Advisory Centre (GTAC)</td>
<td>D</td>
<td>14 - 15</td>
</tr>
<tr>
<td>Health</td>
<td>E</td>
<td>16 - 18</td>
</tr>
<tr>
<td>Human Settlements</td>
<td>F</td>
<td>19 - 20</td>
</tr>
<tr>
<td>Justice and Constitutional Development</td>
<td>G</td>
<td>21 - 22</td>
</tr>
<tr>
<td>Planning Monitoring and Evaluation</td>
<td>H</td>
<td>23 - 25</td>
</tr>
<tr>
<td>Public Works</td>
<td>I</td>
<td>26 - 30</td>
</tr>
<tr>
<td>Small Business Development</td>
<td>J</td>
<td>31 - 32</td>
</tr>
</tbody>
</table>

## Provincial Administrations

<table>
<thead>
<tr>
<th>Provincial Administration</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free State</td>
<td>K</td>
<td>33 - 37</td>
</tr>
<tr>
<td>Gauteng</td>
<td>L</td>
<td>38 - 50</td>
</tr>
<tr>
<td>Kwa-Zulu Natal</td>
<td>M</td>
<td>51 - 65</td>
</tr>
<tr>
<td>Mpumalanga</td>
<td>N</td>
<td>66 - 68</td>
</tr>
<tr>
<td>North West</td>
<td>O</td>
<td>69 - 72</td>
</tr>
<tr>
<td>Western Cape</td>
<td>P</td>
<td>73 - 81</td>
</tr>
</tbody>
</table>
ANNEXURE A

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

NOTE

Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified ID, copies of qualifications and a full academic record. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. All shortlisted candidates for the Senior Management posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates for all the posts will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates.

CLOSING DATE

15 December 2017

MANAGEMENT ECHELON

POST 47/01

DIRECTOR: MEDIA ENGAGEMENT: REF NO 23036-01

SALARY

An all-inclusive remuneration package of R948 174 per annum (Level 13). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE

Pretoria

REQUIREMENTS

An undergraduate qualification (NQF Level 7) in Communication, Journalism/Public Relations as recognised by SAQA with 5 years’ work experience at middle/senior management level within the Communication field. Technical Competencies: Knowledge of the Communication landscape and interest in media and communication trends including research, the South African political and media landscape, Government’s programme of action, Electronic media coverage, Media and stakeholder relationship management as well as Content management and analysis.

DUTIES

The successful candidate will perform the following duties: Build, maintain and strengthen relationships with the media (local and international) to promote platforms for CoGTA to communicate its programmes and plans. Set and influence the media agenda through a robust, proactive and efficient media engagement approach. Provide strategic leadership in the developing of key content products like (Media statements, opinion pieces, media plans and strategies, etc.) on CoGTA programmes and activities. Oversee the provision of media support to CoGTA Ministry and ensure proactive management of a rapid response system. Provide leadership in the management of communications around the Parliamentary questions and answers. Oversee the convening and attendance of key strategic forums to advance media engagement within the communication system and ensure that CoGTA key messages are duly recorded and noted in the planning process.
ENQUIRIES : Mr L Leso, Tel: (012) 334 0765
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23165-01@ursonline.co.za; or via fax: 086 654 1819. For Attention: Urs Response Handling, Tel. 012 811 1900

OTHER POST

POST 47/02 : DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT
REF: 23036-02

SALARY : An all-inclusive remuneration package of R657 558 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor's degree or National Diploma in Information Science/Knowledge Management or relevant equivalent qualification. A minimum of 3 to 5 years' relevant experience in the related field. Generic competencies: Applied strategic thinking, planning and organizing, coordination, problem solving and decision making, project management, people management and empowerment, team leadership, diversity management, client orientation and customer focus, communication (verbal and written) Technical competencies: System development, business process analysis, Database and system administration and management, content management stakeholder relations. Knowledge of SharePoint system will be an added advantage.

DUTIES : The successful candidate will perform the following duties: Implement Knowledge Management (KM) strategy for CoGTA. Develop and maintain knowledge management systems, technologies and solutions for CoGTA. Champion the development, review and documenting of knowledge management processes including other key corporate processes. Overall responsibility for delivery of KM initiatives, projects and events. Manage content on all of the CoGTA platforms including CoGTA website, portal and other KM platforms. Provide on-going KM support to CoGTA, Provinces and Municipalities.

ENQUIRIES : Ms M Leta, Tel: (012) 334 0556
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23165-02@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. 012 811 1900
APPLICATIONS: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

EASTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrance, Moore Street, Quigney, East London. Contact persons: Ms Z Myataza at 043 706 7832/33/54.

FREE STATE AND NORTHERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni Tel No (051) 404 0270 or (051) 404 0283.

GAUTENG REGION: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela Tel No (012) 420 0179/73.

HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr TO Mokhele 012 307 2079/Ms M Marais (012) 307 2977/Ms TP Baloyi Tel (012) 305 8589.

KWAZULU NATAL REGION: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at (033) 355 7386/Mr SM Dlamini Tel No (033) 355 7367/Ms SN Zikalala Tel No (033) 355 7368.

LIMPOPO, MPUMALANGA AND NORTH WEST REGION: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria, 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu Tel (012) 306 2041/Mrs Portia Bungqu (012) 306 2032/Mr. Gugu Xaba Tel (012) 306 2033/34.

WESTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact persons: Ms M Sanders Tel No (021) 550 6059.

CLOSING DATE: 01 December 2017 @ 15h 45.

NOTE: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have
not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 47/03 : HEAD OF COMMUNITY CORRECTIONS [CB 6]

SALARY : R763 965 all-inclusive package
CENTRE : Eastern Cape region: Port Elizabeth (Ref: EC 2017/12/01)
ENQUIRIES : Eastern Cape region: Ms Z Myataza Tel No: (043) 706 7832/33/54.
NOTE : Appointment under the Correctional Services Act.

POST 47/04 : DEPUTY DIRECTOR (NCB 4): COMMUNITY INVOLVEMENT

SALARY : R678 768 all-inclusive package
CENTRE : National Head Office: Directorate: Community Liaison (Ref: HO 2017/12/01)
REQUIREMENTS : Degree or national diploma in Social Science or Criminology. Seven (7) years relevant experience in a supervisory post. Successful completion of a Corrections Science Learnership/Basic Training. Computer literacy. Valid driver’s licence. Competencies And Attributes: Self-confidence, honest, passionate and reliable. Good analytical thinking skills. Good communication, negotiation, networking, listening and interpersonal skills. Sound financial management. Problem solving, decision making, presentation and facilitation skills. Good self-management, time management, conflict management, stress management and project management skills. Monitoring and evaluation skills. Mentoring. Implementation of performance standards. Good report writing skills. Planning and coordination. Responsibilities: Formalise partnership aimed at promoting corrections as a societal responsibility. Implement a framework on social reintegration. Develop and implement policy procedures on social reintegration and community/liaison participation. Develop guidelines on the role of primary and secondary levels of community organisations. Facilitate after care services for the continuation of ex-offenders. Ensure that the sub-directorate is managed in accordance with the Public Finance Management Act (PFMA) and other relevant laws. Develop an operational plan for the sub directorate. Management of information and resources.
ENQUIRIES: National Head Office: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.

POST 47/05: HEAD OF CORRECTIONAL CENTRE [CB 5]

SALARY: R403 692 per annum
CENTRE: Western Cape region: Brandvlei (Ref: WC 2017/12/0)]
ENQUIRIES: Western Cape region: Ms M Sanders Tel No (021) 550 6059.
NOTE: Appointment under the Correctional Services Act.

POST 47/06: ASSISTANT DIRECTOR (NCB 3): MONITORING AND EVALUATION

SALARY: R348 231 per annum
CENTRE: National Head Office: Directorate: Community Liaison (Ref: HO 2017/12/02)
REQUIREMENTS: Recognized degree/national diploma in Behavioural Sciences. At least five (5) years’ experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver’s licence. Competencies And Attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/ liaison with internal and external stakeholders. Project Management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change. Responsibilities: Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community Involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of information and resources.
ENQUIRIES: National Head Office: Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo (012) 307 2079/Ms M Marais (012) 307 2977/Ms TP Baloyi (012) 305 8589.
NOTE: Appointment under the Correctional Services Act.

POST 47/07: ASSISTANT DIRECTOR (NCB 3): TRENDS AND PRACTICES

SALARY: R348 231 per annum
CENTRE: National Head Office: Directorate: Community Liaison (Ref: HO 2017/12/03)
REQUIREMENTS: Relevant NQF 6 qualification in Behavioural Sciences. At least five (5) years’ experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver’s licence. Competencies And Attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills.
Networking/liaison with internal and external stakeholders. Project Management.
Responsibilities: Co-ordinate the activities of trends and practices. Develop policy
and guidelines on trends and practices. Develop mechanisms for the evaluation
and monitoring of trends and practices. Deal with enquiries from regions/management areas, parliament and the media. Ensure adherence to
policies and guidelines by functionaries. Manage the allocated budget of the sub-
directorate in accordance with the PFMA and other relevant policies, procedures
and legislation. Management of information and resources.

ENQUIRIES : National Head Office: Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo (012)
307 2079/Ms M Marais (012) 307 2977/Ms TP Baloyi (012) 305 8589.
NOTE : Appointment under the Correctional Services Act.

POST 47/08 : SECURITY MANAGER (CB 4): HEAD: COMMUNITY LIAISON [REF: KZN
2017/12/01]

SALARY : R338 085 per annum
CENTRE : Kwazulu Natal region: Empangeni Community Corrections
REQUIREMENTS : Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant
experience on supervisory post. Experience in working with external stakeholders
and others organs of states shall be an added advantage. Successful completion
of Corrections Science Learnership/Basic Training. Computer literacy. Valid
driver’s licence. Competencies And Attributes: Firearm skills and the use of
relevant security technology. Communication, project and programme
management, transformation management, change management and stakeholder
management. Problem solving, service delivery innovation and decision making
skills. People management and empowerment. In depth understanding of safety
and security in a correctional environment. Integrity and honesty. Confidentiality
and good interpersonal relations. Knowledge of the Correctional Services Act, Act
and impact. Responsibilities: Marketing non-custodial sentence options to the
Judiciary. Marketing utilization of Section 62(f). Liaison with NGO’s, CBO’s and
other State Departments to foster partnerships. Identification of service points for
decentralization of Com-munity Correction services. Identification of institutions for
community services. Compilation of community profiling. Promotion of parolees
and probationers’ participation in Restorative Justice and monitoring performance
of community service. Management of information and resources.

ENQUIRIES : KwaZulu-Natal region: Mrs GJ Mchunu Tel No: (033) 355 7386/Mr SM Dlamini at
033 355 7367/Ms SN Zikalala Tel No: (033) 355 7368.
NOTE : Appointment under the Correctional Services Act.

POST 47/09 : SECURITY MANAGER (CB 4): CENTRE COORDINATOR: STAFF SUPPORT

SALARY : R338 085 per annum
CENTRE : Western Cape region: Swellendam Community Corrections (Ref: WC 2017/12/0),
Bellville Community Corrections (Ref: WC 2017/12/03)
Gauteng region: Kgoši Mampuru II Community Corrections (Ref: GP 2017/12/01)
Kwazuul Natal region: Pietermaritzburg Community Corrections (Ref: KZN
2017/12/02)
Free State and Northern Cape region: Vereeniging Community Corrections (Ref:
FSNC 2017/12/01)

REQUIREMENTS : Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant
experience on supervisory post. Experience in working with external stakeholders
and others organs of states shall be an added advantage. Successful completion
of Corrections Science Learnership/Basic Training. Computer literacy. Valid
driver’s licence. Competencies And Attributes: Firearm skills and the use of
relevant security technology. Communication, project and programme
management, transformation management, change management and stakeholder
management. Problem solving, service delivery innovation and decision making
skills. People management and empowerment. In depth understanding of safety
and security in a correctional environment. Integrity and honesty. Confidentiality
and good interpersonal relations. Knowledge of the Correctional Services Act, Act

ENQUIRIES : Western Cape region: Ms M Sanders Tel No (021) 550 6059. Gauteng region: Mr SS Masango/Ms Pinky Makwarelata Tel (012) 420 0179/73. KwaZulu-Natal region: Mrs GJ Mchunu Tel (033) 355 7386/Mr SM Dlamini Tel (033) 355 7367/Ms SN Zikalala Tel No (0330 355 7368. Free State & Northern Cape region: Mr KME Monare and Ms NJ Mkuni Tel No (051) 404 0270 or 051 404 0283.

NOTE : Appointment under the Correctional Services Act.

POST 47/10 : SECURITY MANAGER (CB 4): UNIT MANAGER: AWAITING TRIALS

SALARY : R338 085 per annum
CENTRE : Western Cape region: Mitchells Plain Community Corrections (Ref: WC 2017/12/04) Breede Rivier Community Corrections (Ref: WC 2017/12/05) Limpopo, Mpumalanga and North West region: Mogwase Community Corrections (Ref: LMN 2017/12/01)

REQUIREMENTS : Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience on supervisory post. Experience in working with external stakeholders and others organs of states shall be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver’s licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management and stakeholder management. Problem solving, service delivery innovation and decision making skills. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact. Responsibilities: Implement unit management principles. Ensure training of staff pertaining to unit management principles. Implement procedures to improve level of communication between the different units, Head of Centre, Case Management Committees and other role players. Management of inmate’s and staff development. Implement structured day programmes. Ensure that case files are prepared for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of information and resources.

ENQUIRIES : Western Cape region: Ms M Sanders Tel No (021) 550 6059. LMN region: Mr Zamani Ziqubu (012) 306 2041/Mrs Portia Bungqu (012) 306 2032/Mr. Gugu Xaba Tel (012) 306 2033/34.

NOTE : Appointment under the Correctional Services Act.

POST 47/11 : SECURITY MANAGER (CB 4): UNIT MANAGER: PAROLEES AND PROBATIONERS

SALARY : R338 085 per annum
CENTRE : Western Cape region: Obiqua Community Corrections (Ref: WC 2017/12/06) Knysna Community Corrections (Ref: WC 2017/12/07) Mosselbay Community Corrections (Ref: WC 2017/12/08) Limpopo, Mpumalanga and North West region: Bethal Community Corrections (Ref: LMN 2017/12/02) Gauteng region: Krugersdorp Community Corrections (Ref: GP 2017/12/02) Modderbee Community Corrections (Ref: GP 2017/12/03)

REQUIREMENTS : Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience in a supervisory post. Successful completion of Corrections Science
Learnership/Basic Training. Computer literacy. Valid driver’s licence. 
Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development, communication, project and programme management, transformation management, change management, conflict management and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In-depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended. Assertiveness, resilience, ability to network and diplomacy. Responsibilities: Monitor parolee/probationer movements. Searching of parolees/probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended. Management of information and resources.

ENQUIRIES: Western Cape region: Ms M Sanders Tel No (021) 550 6059. LMN region: Mr Zamani Ziqubu (012) 306 2041/Mrs Portia Bungqu (012) 306 2032/Mr. Gugu Xaba Tel (012) 306 2033/34. Gauteng region: Mr SS Masango/Ms Pinky Makwarela Tel (012) 420 0179/73.

NOTE: Appointment under the Correctional Services Act.

POST 47/12: HEAD OF COMMUNITY CORRECTIONS [CB 4] [REF: EC 2017/12/02]

SALARY: R338 085 per annum
CENTRE: Eastern Cape region: Cradock

ENQUIRIES: Eastern Cape region: Ms Z Myataza Tel No (043) 706 7832/33/54.
NOTE: Appointment under the Correctional Services Act.

POST 47/13: SOCIAL WORKER GRADE 1

SALARY: R226 686 per annum
CENTRE: Gauteng region: Boksburg Community Corrections (Ref: GP 2017/12/04)
Western Cape region: Pollsmoor Medium B (Ref: WC 2017/12/09)
Pollsmoor Maximum [Ref: WC 2017/12/10], Krynna [Ref: WC 2017/12/11]
REQUIREMENTS: Degree in Social Work and registration with the South African Council for Social Service Professions [SACSSP]. Computer literacy. Valid driver’s licence. Competencies And Attributes: Conversant with acts, policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability,
conflict management. Ability to coordinate, collaborate with internal and external stakeholders. Responsibilities: Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Management of performance information. Manage human resources, finances and assets.

**ENQUIRIES**

Gauteng region: Mr SS Masango/Ms Pinky Makwarela Tel No (012) 420 0179/73.
Western Cape region: Ms M Sanders Tel No (021) 550 6059.

**NOTE**

Appointment under the Public Services Act.
ANNEXURE C

DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS : Economic Development Department, Private Bag X 149, Pretoria, 0001 or Hand delivered to 77 Meintjies Street, the dti Campus, Block G, Ground Floor, Sunnyside, Pretoria.

FOR ATTENTION : Ms M Mokhine
CLOSING DATE : 01 December 2017
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID document. 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, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. Note: All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 47/14 DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL, REF NO: EDD/2017/10/1

SALARY : R948 174. to R 1 116 918., all-inclusive flexible remuneration package per annum. (Level 13)

CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree in Public Administration (NQF level 7) as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level.

DUTIES : Effective management of the Office of the Director-General (ODG). Effective management of submissions and correspondence. Management of governance structures within the Department. Strategic planning processes supportive to the functioning of the ODG. Support the DG in his/her oversight role in the functioning of the Department. Coordinating work within a government environment. Managing the interface between the Office of the DG, Ministry, Deputy Ministry, Department, and external liaison on administrative matters. Key Competencies: Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment; client orientation and customer focus; sound written and verbal communication skills; ability to influence and inspire action.

ENQUIRIES : Ms M Mokhine (012) 394 3426 or Mr Albert Malatji (012) 394 3501

OTHER POST

POST 47/15 ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE OF THE DIRECTOR-GENERAL), REF NO: EDD/2017/10/2

SALARY : R 334 545. to R 404 121. Per annum. (Level 9)
CENTRE : Pretoria  
REQUIREMENTS : Appropriate Bachelor’s Degree or a B-Tech as recognized by SAQA in Public Administration/ Management. 3 to 5 Years appropriate working experience.  
DUTIES : Coordination of generic administration in the Office of the Director-General. Provide logistical support for meetings. Assist in providing financial management and administration support. Oversee the development and implementation of an effective document management system.  
ENQUIRIES : Ms M Mokhine (012) 394 3426 or Mr Albert Malatji (012) 394 3501
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular.

APPLICATIONS: Applications must be e-mailed timeously to recruit@gtac.gov.za
CLOSING DATE: 01 December 2017 at 12:00
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 applications 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 47/16: CHIEF DIRECTOR: CAPITAL PROJECTS APPRAISAL REF NO: G035/2017

SALARY: R1, 127,334. – R1, 347,879. Per annum (Level 14) Permanent
CENTRE: Pretoria

REQUIREMENTS: A relevant Post Graduate Qualification in Economics or Finance related field. Minimum of 10 years’ experience in Capital Projects and Economic Analysis is required. Deep knowledge and understanding of capital project appraisal including cost-benefit, financial and economic analysis. Must have sound understanding of analysis of capital projects and implications of investing. Must have superior research, analysis and excellent report writing skills, with the ability to interpret economic policy outcomes. Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs. Very good understanding of PFMA. Understanding of the Public Sector and knowledge of Treasury related legislations and regulations. Provide inputs to the GTAC strategic, MTSF and annual performance plans, and manage the development, implementation and reporting on the CPA annual performance plans and budgets. Contribute to the strategic management of GTAC through participation in governance and management committees and managing the implementation of the GTAC policy and standards for professional services procurement, and programme and project management and reporting. Manage in collaboration with relevant GTAC HRM&CS, the establishment of a high performing and productive workforce and environment. Manage the research, development and continual improvement of best practice techniques, methodologies and approaches for capital projects appraisal including; infrastructure appraisal methodologies and tools, financing mechanisms and microeconomic and macroeconomic indicators databases to assist with cost estimations and benefits identification. Manage the establishment and maintenance of relationships with, and provision of advice to, strategic stakeholders and partners including, amongst others, the NT National Capital Projects Unit, and the offices of the Auditor-General (AG) and Chief Procurement Officer (CPO). Manage the continuous engagement with internal and external stakeholders and industry players.

DUTIES: Overseer and manage the identification of and/or response to National Treasury’s assessment needs of capital projects referred by national or state owned entities including: consultations on the project conceptualisation including determination of project type, appointment of sectoral experts (transport, water, power generation, renewable energy, liquid fuels, telecoms), provision of analytical work for stakeholders/clients. Overseer and manage the independent assessment of pre-feasibility and feasibility studies for capital projects including the analysis and
identification of: fiscal investment requirements, funding options, socio-economic factors that will impact on investment in capital projects, socio-economic impact of proposed capital projects on the economy and industrial development, and socio-economic costs and benefits. Oversee and manage collaborations with the Office of the Auditor-General (OAG) and CPO (Chief Procurement Officer) regarding high value procurement approval, and procurement policy and regulations development on infrastructure, where required. Oversee and manage the research and provision of support and advice to National Treasury and other stakeholders on national capital project infrastructure financing and investment policy and decisions, including the cost-benefit analysis and cost-effectiveness studies. Oversee and manage the preparation, production and submission of appraisal and independent assessment reports for consideration by national Treasury and national Treasury clients. Manage the drafting, compilation, preparation and submission, as requested, to the Minister, Director General, Deputy-Director General, and Head: GTAC of briefing notes, memos, presentations, speeches and speaking notes on: the implications of investing in proposed capital projects and their impact on the real economy and industrial development, other issues relating to capital projects, other national strategic and policy considerations as identified. Provide inputs into various National Treasury policy discussions regarding investment in capital projects. Represent the National Treasury’s position on investment in proposed capital projects and their impact on the real economy and industrial development issues developed in conjunction with other units of the National Treasury. Represent the National Treasury at various stakeholder fora.

ENQUIRIES

Kaizer Malakoane Tel No (012) 315 5442
ANNEXURE E

DEPARTMENT OF HEALTH

*It is the Department’s intention to promote equity (race, gender and disability) through the filing 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.*

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 M Shitiba

CLOSING DATE

11 December 2017 12:00 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 47/17

TECHNICAL ASSISTANT (PRIMARY HEALTH CARE) (3 YEAR CONTRACT)

REF NO: NDOH 66/2017

SALARY

An all-inclusive remuneration package of R948 174 per annum [basic salary consist of 70% of total package, the State’s contribution to the Government Employees’ Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE

Chief Directorate: District Health Services, Pretoria.

REQUIREMENTS

A Bachelor’s degree/NQF 7 or equivalent qualification in Primary Health Care. A post-graduate qualification in Public Health will be an advantage. At least five (5) years’ experience at a middle/senior management level which is inclusive of human resources/personnel management, project management, and information management. Knowledge and understanding of the District Health Services (DHS), financial policies guided by Treasury Regulations as well as knowledge of Human Resource processes, practises, strategic capability and leadership. Good communication (written and verbal), project management and co-ordination with other units of the Department. Ability to work independently and under pressure. A valid driver’s licence.

DUTIES

Implement the perfect permanent teams for Ideal Clinic Realisation and maintenance (ICRM) in the provinces. Implement the establishment and monitoring of the ward based primary health care outreach teams. Support the
development of the district health plans. Collaborate with other units in the implementation of all three streams of PHC reengineering. Coordination of development partners that support the district health services. Management of resources in support of the ICRM programme.

**ENQUIRIES**

Mr RW Morewane at Tel no (012) 395 8757

**OTHER POSTS**

**POST 47/18**

**ASSISTANT DIRECTOR: MEDICAL MALE CIRCUMCISION QUALITY ASSURANCE (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: NDOH 68/2017)**

**SALARY**

R334 545 per annum (plus 37% in lieu of benefits)

**CENTRE**

Directorate: Medical Male Circumcision. Pretoria

**REQUIREMENTS**

A Bachelor’s Degree in Health Science. At least one (1) year experience in conducting External Quality Assurance (EQA), Internal Quality Assurance (IOA), Data Quality Assurance (DQA) and Continuous Quality Improvement (CQI). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the National Medical Male Circumcision programme, National Development Plan, National Strategic Plan and quality assurance. Good communication (verbal and written), coordination, planning, organization, networking, presentation and computer skills (MS Office packages). A valid driver’s licence.

**DUTIES**

Develop Standard Operation Protocols (SOP) and Information Education and Communication (IEC) material. Review and update current Medical Male Circumcision (MMC) quality assurance materials. Ensure capacity building of Provincial, District and facility staff. Conduct quarterly CQI trainings in high volume provinces. Facilitate facility level mentoring of staff on CQI working in high volume facilities in high volume provinces throughout the year. Conduct EQA DTA and CQI and compile reports and disseminate to provinces. Monitor adverse events and follow-up rates monthly using reporting tool.

**ENQUIRIES**

Mr D Loykissoonlal Tel (012) 395 9186

**POST 47/19**

**ASSISTANT DIRECTOR: MEDICAL MALE CIRCUMCISION DEMAND CREATION (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: NDOH 69/2017)**

**SALARY**

R334 545 per annum (plus 37% in lieu of benefits)

**CENTRE**

Directorate: Medical Male Circumcision. Pretoria

**REQUIREMENTS**

A Bachelor’s Degree in Social Science. At least one (1) year experience in ACSM (Advocacy, Communication, Social Mobilisation). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the National Medical Male Circumcision programme, National Development Plan, National Strategic Plan, Theory of change, Behaviour economics and Public Finance Management Act. Good communication (verbal and written), coordination, planning, organization, networking, presentation and computer skills (MS Office packages). A valid driver’s licence.

**DUTIES**

Develop and ensure implementation of the National Demand Creation strategy. Formulate and coordinate a Technical Advisory Group to work on developing the strategy. Ensure capacity building of Medical Male Circumcision (MMC) social mobilisers. Review social mobilization training material and develop a standardized national demand creation training manual. Establish and coordinate the National Demand Creation Working Group. Review and revise provincial business plans to ensure alignment with National Department of Health activities. Develop and roll out DOH led mass media campaign and social mobilization.

**ENQUIRIES**

Mr D Loykissoonlal (012) 395 9186

**POST 47/20**


**SALARY**

R281 418 per annum (plus competitive benefits)
CENTRE:

REQUIREMENTS:
A Bachelor’s Degree/National diploma/equivalent NQF 6 qualification in Economics or Statistics. At least one (1) year experience in resource allocation and data management. Knowledge of health services, health providers, health financing, data analysis and validation as well as working with data, database, compiling codebooks and using classification. Experience in working with government and other partners on data. Good communication (written and verbal), data management software, analytical, interpersonal, organizational, analytical and computer literacy (Microsoft Office package) skills. Ability to work methodically and under tight deadlines on a results-oriented basis.

DUTIES:
Collect data for national health accounts. Clean, standardize, analyse and validate data. Develop allocation ratios for splitting expenditures. Assist to formulate policies and procedures. Control of documentations, assist to compile report and disseminate. Assist using the Health Assessment Production Tool (HAPT) to produce results, tables and graphs for different data sources. Provide administrative support and administer the project budget. Management of risk and audit queries.

ENQUIRIES:
Mr M Jokozela at tel no: (012) 395-8162

NOTE:
Shortlisted candidates will be subjected to an advanced excel and report writing tests
ANNEXURE F

DEPARTMENT OF HUMAN SETTLEMENTS
The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Females and people with disabilities are encouraged to apply.

APPLICATIONS: The Director-General: National Department Of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand Delivery: 260 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0001

CLOSING DATE: 01 December 2017

FOR ATTENTION: Ms Es Motsepe Tel: (012)444-9115

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. The short listed candidates will subjected to technical test assessment. All copies must be certified in the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment. All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the Closing Date of This 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 clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post.

OTHER POSTS

POST 47/21: DEPUTY DIRECTOR: MACRO POLICY REF DOHS/129/2017 (3 YEARS EMPLOYMENT CONTRACT)
Branch: Hs Delivery Frameworks
Chief Directorate: Operational Policy Frameworks

SALARY: R657 558 per annum all inclusive
CENTRE: Pretoria
Good verbal and written communication skills. Well-developed communication and inter-personal skills. Computer user knowledge and literacy (MS Word, MS Power Point, MS Project). Must have a driver’s licence.

**DUTIES**
Contribute to the development of policy foundations and review of macro policy. Advocate, support and promote implementation of macro policies. Coordinate inputs from key stakeholders in responding to draft macro policies and legislation. Participate in policy debates and forums. Provide coordination support on Socio Economic Impact. Coordinate policy responses in relation to macro policy. Manage Human and Financial Resources.

**ENQUIRIES**
Contact Person: Mr J Sebola (012) 444-9114

**POST 47/22**
**DEPUTY DIRECTOR: POLICY DEVELOPMENT REF DOHS/130/2017 (3 YEARS EMPLOYMENT CONTRACT)**
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks

**SALARY**
R657 558 per annum all inclusive

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate Bachelor’s degree in Human and Economic Sciences or National Diploma in Public Policy and Development Studies. A three (3) years management experience within policy development and review field. Extensive knowledge and a good understanding of government’s human settlements and housing policies, programmes, legislation, guidelines, standards and procedures. Knowledge Socio and Economic Policies. Ability to conduct Economic research. Knowledge of policy making process. Knowledge of Human Settlement development programmes. Demonstrable experience in public policy development. Must have good negotiation and inter-personal skills; Well-developed communication and inter-personal skills. Good verbal and written communication skills. Extensive computer user knowledge and literacy (MS Word, MS Excel, MS Project). Must have a driver’s licence.

**DUTIES**
Conduct research and investigations and write reports on policy briefs. Develop and review human settlement policy programmes and consult stakeholders. Develop and review Human Settlements policy implementation guidelines. Coordinate responses related to developed policy programme guidelines and or policy related matters. Participate in policy debates and forums. Manage human and financial resources.

**ENQUIRIES**
Contact Person: Mr J Sebola (012) 444-9114

**POST 47/23**
**ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF: DOHS/131/2017 (3 YEARS EMPLOYMENT CONTRACT)**
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks
Directorate: Policy Development.

**SALARY**
R334 545 per annum plus 37% in lieu of benefits

**CENTRE**
Pretoria

**REQUIREMENTS**
The ideal candidate must have: An appropriate recognised Bachelor’s degree or equivalent qualification in Public Policy and Development studies. A minimum of 3 years’ research experience within the policy development and or review field. The ability to build strong client relationships. Social and economic research skills. Sound knowledge of government’s human settlements and housing policies, programmes, legislation, guidelines, standards and procedures. Good communication skills (written and verbal). Computer Literacy. Driver’s licence.

**DUTIES**
Participate in the policy development process. Conduct research and investigations to support the policy making process. Draft new human settlement and housing policy guidelines. Draft responses to policy review queries/enquiries and facilitate the other policy review functions that might arise.

**FOR ATTENTION**
Noelien Nortman

**ENQUIRIES**
Ms N Nortman Tel No (012) 444-9113
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder has provided the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 47/24: ADMINISTRATIVE OFFICER REF NO: 17/24/FS
Applicants who previously applied are encouraged not to re-apply.

SALARY: R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of Chief Magistrate, Welkom

REQUIREMENTS: Applicable B Degree/National Diploma in Administration; 3 years Administrative experience. The following will be an added advantage: Knowledge of Judicial system within the Court environment; Legal background; A valid driver’s license; Computer literacy (MS Office); Creative and analytical thinking; Minutes taking; Time management; Research management; Project Management; Communication skills; Excellent computer literacy (MS Office); Knowledge of the legal system; Skills in administrative work.

DUTIES: Conduct legal research for Judiciary; Conduct research and provide necessary information to the Magistrate; Conduct office administration; Conduct legal research; Conduct administrative work; Conduct official correspondence; Conduct legal research; Conduct administrative work; Conduct official correspondence; Conduct legal research; Conduct administrative work; Conduct official correspondence; Conduct legal research; Conduct administrative work; Conduct official correspondence.

ENQUIRIES: Ms. NM Dywili at (051) 407 1800.

APPLICATIONS: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

CLOSING DATE: 01 December 2017

POST 47/25: MAINTENANCE OFFICER MR1-MR4 (2 POSTS) REF NO: 17/TEMP06/NW
Contract appointment ending 30 September 2018 applicants who previously applied for the post with should not re-apply.
SALARY: R174 606 - R312 510 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Courts: Delareyville and Rustenburg

REQUIREMENTS: An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Knowledge of the Maintenance Act (Act 99 of 1998); Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's licence Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovatively and work under pressurized environment

DUTIES: Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervision of the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate

ENQUIRIES: Ms. L. Shoai at (018) 397 7054

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: All former contract workers of the Department of Justice and Constitutional Development are encouraged to apply. Separate application must be made per centre and quote the relevant reference number

CLOSING DATE: 01 December 2017
ANNEXURE H

APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za

CLOSING DATE: 08 December 2017 @ 12:00 pm

NOTE: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 47/26: CHIEF SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO 081/2017
Economic M&E: Distressed Mining Communities

SALARY: R1, 127,334. to R1, 347,879. All-inclusive salary package per annum (Salary Level 14). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification (NQF7) or equivalent with at least 10 years’ relevant experience of which 5 years’ at Senior Managerial level. A relevant postgraduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related
policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful incumbent will be responsible for providing executive secretariat support to the Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities. This entails establishing and maintaining buy-in and support from all relevant stakeholders. Strategic co-ordination with the various stakeholders (3 tiers of government including labour) and obtain, monitor and review stakeholder feedback and reaction at agreed intervals to measure buy-in, support and working relations between affected departments as well as other affected spheres of government. Collecting, recording, preserving, making available and accessible and use information to inform the IMC and TTT, produce reports that are accurate and relevant. Support integrations and collaboration across the affected departments and different spheres of government and identify and manage (actual and potential) risk factors and indicators pertaining to the project. Provide a secretariat role in IMC and TTT meetings and follow up on decisions taken and provide feedback in meetings. Document key decisions of experts and content specialists and follow up on the implementation of these decisions. Provide monitoring and institutional support towards the delivery of the Mining Phakisa initiatives and identify and support strategic research and policy issues/gaps and guiding departments to address these with DPME’s support. Support operationalising the SPP at a provincial and local level. This centres on integrated development planning in mining regions and labour sending areas, including brokering projects between various departments, community based organisations and the private sector for catalytic economic development, human settlement projects, mineworker and mine community health and safety, and improving mineworker working/living conditions. Manage the budget and performance of staff in the unit.

**ENQUIRIES**

In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.

**POST 47/27**

**SENIOR SECTOR EXPERT: DISTRESSED MINING COMMUNITIES**  REF NO 082/2017

Economic M&E: Distressed Mining Communities

**SALARY**

R948, 174. to R1, 116,918. All-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3-year tertiary qualification (NQF7) or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful incumbent will be responsible to support the Chief Director in providing executive secretariat support to the Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities. This entails assisting in establishing and maintaining buy-in and support from all relevant stakeholders. Strategically co-ordinate with the various stakeholders (3 tiers of government including labour) and obtain monitor and review stakeholder feedback.
and reaction at agreed intervals to measure buy-in. Support working relations between affected departments and other effected spheres of government. Collect, record, preserve, make available and accessible and use information to inform the IMC and TTT. Produce reports that are accurate and relevant. Support integrations and collaboration across the effected departments and different spheres of government and also support in the identification and management of (actual and potential) risk factors and indicators pertaining to the project. Provide a secretariat role in IMC and TTT meetings and follow up on decisions taken and provide feedback in meetings. Assist in the Documentation of key decisions of experts and content specialists and follow up on the implementation of these decisions. Assist the Chief Director in providing monitoring and institutional support towards the delivery of the Mining Phakisa initiatives and identifying and supporting strategic research and policy issues/gaps and guiding departments to address these with DPME’s support. Support operationalising the SPP at a provincial and local level to facilitate integrated development planning in mining regions and labour sending areas, including brokering projects between various departments, community based organisations and the private sector for catalytic economic development, human settlement projects, mineworker and mine community health and safety, and improving mineworker working/living conditions.

ENQUIRIES: In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.

OTHER POST

POST 47/28: SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO 083/2017
Economic M&E: Distressed Mining Communities

SALARY: R779, 295. – R917, 970. All-inclusive salary package per annum (Salary Level 12)
The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF6) with at least 6 years’ appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. Experience in working at all spheres of Government will serve as an advantage. Competencies / Skills: The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful candidate will be responsible for rendering effective monitoring and reporting in the management of the units projects. This entails rendering executive and administrative support to the unit. Liaising with various stakeholders interacting with the department. Provide support for the setting up and operationalizing of management systems for the unit. Provide support for quality and operationalizing of all external reports and communication and co-ordinate Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities meetings and ensure reports are compiled and follow ups are conducted.

ENQUIRIES: In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.
DEPARTMENT OF PUBLIC WORKS

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

NOTE
An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next month, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply.

OTHER POSTS

POST 47/29
DEPUTY DIRECTOR: PROJECT MANAGEMENT - SMALL HARBOURS AND STATE COASTAL PROPERTY
REF NO: 2017/214
(24 months contract)

SALARY
All-inclusive salary package of R779 295 per annum

CENTRE
Head Office

REQUIREMENTS
A three year tertiary qualification in the Built Environment, (Post Graduate Degree as an added advantage). Relevant middle management experience in Project Management with mandatory experience in the marine industry. Valid driver’s license. Knowledge: Construction Project Management, Quantity Surveying, Built Environment, Government Regulatory Framework, Infrastructure Development Management System (IDMS), GIAMA, PFMA and Client Relations. Skills: Strategic capability and leadership; Programme and project management; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Financial management; High Level of Communication (verbal and written); Advanced Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation skills; Quality management skills; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Willingness to adapt to a tight work schedule in accordance with professional requirements; Required to travel extensively and working abnormal hours.

DUTIES
Programme Manage the current repair and maintenance programme to the 12 Proclaimed Fishing Harbours in the Western Cape, Development of Gantt Charts to track progress and develop baselines, Baselines to be tracked in accordance with the allocated budget, drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans. Thorough understanding of municipal Integrated Development Plans as well as Spatial Development Frameworks in order to guide development along the coastal municipalities. Investigate economic opportunities within the harbours for further development, develop Infrastructure Project Management Plans (IPMPs) in accordance with the IDMS Framework, ensuring the complete roll-out of the Spatial and Economic Development Frameworks for all the proclaimed fishing harbours, General and Ad-hoc project management related tasks, Management and development of un-proclaimed harbours and state coastal owned properties for economic development, manage the Small Harbours and State Coastal Property Development Unit’s National Priority Projects for the
ENQUIRIES: Mr. Dhaya Govender, (012) 406 2195
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION: Ms N.P Mudau
CLOSING DATE: 08 December 2017

POST 47/30
DEPUTY DIRECTOR: PROPERTY INVESTMENT AND LEASING - SMALL HARBOURS AND STATE COASTAL PROPERTY REF NO: 2017/215
(24 months contract)

SALARY: All-inclusive salary package of R779 295 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification or equivalent in the Built Environment or Engineering Field. Relevant middle management experience in Real Estate Management, Leasing Management, Property Investment, Contracts Management, Commercial Management, Financial Management and Tender Administration. Valid driver’s license. Knowledge: Real Estate Management, Property Finance Management, Commercial Management, Property Investment Management, Contract Management, Lease Management, Property Marketing and Stakeholder Management. Skills: Strategic capability and leadership; Programme and project management; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Financial management; High Level of Communication (verbal and written); Advanced Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation skills; Quality management skills; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Willingness to adapt to a tight work schedule in accordance with professional requirements and required to travel extensively.

DUTIES: Manage the letting out of state owned coastal property for revenue generation, to promote job creation and economic development in line with national government priorities. Develop new lease agreements which will allow for market related rentals. Ensure lease agreements are renewed timeously to prevent any job losses. Approve lease agreements that will ensure job creation and economic development without jeopardizing revenue generation for the state. Ensure 80% of contracts renewed or terminated within the prescribed timeframes. Ensure 10% increase in revenue through rentals of harbour related properties, availing of land for Operation Phakisa Aquaculture Projects. Manage the units’ participation in Operation Phakisa. This includes ensuring that property inspections are conducted, conducting quality checks on inspection reports, receiving and facilitating the processing of property investment proposals, property performance monitoring and reporting and the overall management of the lease administration process.

ENQUIRIES: Mr. Dhaya Govender, (012) 406 2195
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION: Ms N.P Mudau
CLOSING DATE: 08 December 2017

POST 47/31: TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A, REF NO: 2017/218

SALARY: All-inclusive salary package of R 549, 639 per annum
CENTRE: Head Office
REQUIREMENTS: A degree in Urban / Town and Regional Planning or equivalent qualification. Relevant post qualification professional experience required. Valid driver’s licence. Compulsory registration with the South African Council for Planners (SACPLAN) as a Professional Planner. Technical competencies: Programme and project
management; T&R principles and methodologies; Research and development; Computer-aided applications; T&R knowledge of legal compliance; Creating high performance culture; Technical consulting; Professional judgement; Generic competencies: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication skills; computer literacy; Delegation and development of others; Planning, organising and execution; Ability to manage conflict; Problem solving and analysis; Insight; People management skills; Change management.

**DUTIES**

Leading the team of professionals from different fields and technical staff from Dept. of Public Works and private company to marshal and implement property development; Provide professional town and regional planning advice and services in terms of professional qualifications and experience; rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal; conduct research with regards to international best practice; process and guideline development; verify and interpret client department needs, preferences and space norms, community involvement and stakeholder support; Project manage the location, audit/analysis, approval and preparation and clearance of sites for development; applying quality control, verifying timely site delivery and proactively remove constraints that restrain site clearance progress; reviewing and formulating SLAs and MoUs with other state organs/parastatals and other SOSs; providing professional and technical support to implementation teams at head office or regional level; provide general and financial management, allocation of budget, payment of consultants, expenditure and human resources; facilitating and co-ordinating projects for site delivery best practice, coaching and managing private consultants, officials regarding governmental, and SOSs/NGOs ; Developing, implementing and maintaining the Strategic development plans ; Implementation of relevant government policies, legislations, Acts and Regulatory Laws in property development; retrospectively evaluate projects and verify compliance with legal and development conditions; timely progress reporting and effective briefing of client; understanding the needs of the clients; prepare terms of reference, brief consultants, scrutinise development conditioned; executing land availability negotiations and entering into service-level agreements with service providers; namely, Ingonyama Trust Board, Communal and Traditional land owners, parastatal and etc.; Resolve environmental impact, traffic engineering, heritage impact, land use, site demarcation and site development plan is issues; Resolve economic development and planning -related matters that affect the South African Provinces; provide comprehensive reports and conduct public participation processes with all the stakeholders. Mentor, train and develop candidate town and regional planners.

**ENQUIRIES**

Mr Malusi Ganiso, Tel No: 012 406 1035

**APPLICATIONS**

The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

**FOR ATTENTION**

Ms N.P Mudau

**CLOSING DATE**

08 December 2017

**POST 47/32**

SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION) GRADE A, REF NO: 2017/217

**SALARY**

All-inclusive salary package of R 323 259 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

An appropriate Bachelor of Technology in Architecture (B-Tech) or equivalent qualification. Relevant post qualification Architectural Technologist required. Valid Driver’s Licence. Compulsory registration with the South African Council for the Architectural Profession (SACAP) as Senior Architectural Technologist. Technical competencies: Architectural planning; Research and developing; Computer-aided architectural drafting; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Checking of drawings. Generic competencies: Problem solving and analysis; Decision making; Team work; Creativity; Self-Management; Customer focus responsiveness; Communication; Computer skills; Planning and organising; People management. Knowledge and
skills: Standard architectural functions and technical norms. In-depth understanding of architectural work stages. Understanding of basic architectural design principles and strategies. Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; Ability to design layout and drafting of plans and Negotiation skills.

**DUTIES**

Manage and assist in the execution of Architectural services. Checking of drawings and making technical comments. Monitoring and evaluation of architectural designs. Manage administrative and related functions. Research and development for the improvement of architectural functions. Site supervision and construction management. Production of technical architectural drawings. Technical inputs for other professionals involved in a project. Provide technological advisory services: support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents: Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying architectural principles. Perform administrative and related functions: - compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; and to liaise with relevant boards/councils on architectural - related matters.

**ENQUIRIES**

Mr Vusi Phailane Tel No: (011) 713 6149

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.

**FOR ATTENTION**

Mr M Mudau

**CLOSING DATE**

08 December 2017

**POST 47/33**

ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (2 POSTS), REF NO: 2017/216

**SALARY**

All-inclusive salary package of R 274, 440 per annum

**CENTRE**

Head Office

**REQUIREMENTS**

A three year tertiary qualification in Engineering or equivalent qualification. Relevant post qualification technical experience. Valid driver’s licence. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Registration. Technical competencies: Project management, Technical design and Analysis knowledge, Research and development, Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic competencies: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People management; planning and organising; Change management; People management.

**DUTIES**

Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions:-Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development:-Continuous professional development to keep up with new technologies and procedures;
Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES
Ms Nancy Makhado, Tel No: 012 406 1346

APPLICATIONS
The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION
Ms N.P Mudau

CLOSING DATE
08 December 2017
APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – 3rd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 08 December 2017. Applications received after the closing date will not be considered.

NOTE: Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development 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. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 47/34: ASSISTANT DIRECTOR: RESEARCH AND INTERGOVERNMENTAL RELATIONS SECRETARIAT

SALARY: R334 545. Per annum excluding benefits.
CENTRE: Pretoria

REQUIREMENTS: The successful candidate must possess a National Diploma/B. Degree in Economics, Sociology, Business Leadership/Social Science (Political Science/Developmental Studies). Successful completion of a Project Management and or Research Techniques and Tools course. A minimum of five years’ experience within a research environment in either public or private sector. Computer literacy and Driver License.

DUTIES: The incumbent is expected to conduct research thereby collect and collate data. Analyse and develop research design procedures, analyse and evaluate information and assist in drafting research reports. Provide a secretariat function for interdepartmental coordination meetings. Take minutes during meetings, consolidate minutes into a report and assist with the arrangements of meeting. Collaborate with various institutions to determine research best practice, disseminate research findings through arranging collaborative research platforms and provide inputs into the research agenda. Communicate with stakeholders, clients, management, service providers and colleagues using both written and verbal communication. Provide technical support for projects by drafting terms of references for commissioning of research projects assist with drafting service level agreements, . . Track progress in respect of tenders awarded, develop project plans and maintain the research knowledge repository.

ENQUIRIES: Mr Mcinisell Jele; Tel no: (012) 394 5241 / Mr Shaheen Buckus, Tel no: (012) 394 1710

NOTE: Preference will be given to African Male / Coloured Males & Females / White Males and People with a disability.

POST 47/35: ASSISTANT DIRECTOR: CLUSTER PROGRAMME SUPPORT

SALARY: R334 545 per annum excluding benefits.
CENTRE: Pretoria
REQUIREMENTS: The successful candidate must possess a National Diploma/B. Degree in Business Administration, Accounting and Development Finance. Successful completion of a Project Management will be an added advantage. Minimum of five years' experience in enterprise development. Applicant must be computer literacy and possess a valid driver's license. Successful completion of a project management course will be an added advantage.

DUTIES: The successful candidate will be responsible for the following duties: assess applications to confirm submission of supporting documents. Acknowledge receipt of applications to clients and request outstanding supporting documents via the administrator. Promote the cluster programme. Conduct inspection visit to confirm information on the application and to seek clarity on the issues as furnished on the business plan. Prepare a pre-inspection report to advice on what was seen. Present applications to technical and adjudication committees. Prepare and present statistical reports at adjudication committee meetings on a monthly basis. Communicate with internal and external stakeholders and customers with etiquette.

ENQUIRIES: Mr M Memani, Tel no: (012) 394 1502 / Mr L Njovane, Tel no: (012) 394 1440

NOTE: Preference will be given to Coloured Males & Females / Asian Females / White Males & Females and People with a disability.

POST 47/36: BUSINESS DEVELOPMENT OFFICER

SALARY: R281 418 per annum excluding benefits.

CENTRE: Pretoria

REQUIREMENTS: The successful candidate must possess a National Diploma/B. Degree in Business Administration, Accounting or Development Finance. Successful completion of a Project Management will be an added advantage. Minimum of three years' experience in Business Administration, Accounting or Development Finance. Computer literacy and Driver License.

DUTIES: The successful candidate will be responsible for the following duties: screen and assess applications and claims. Conduct feasibility and post-approval inspections. Process applications and claims. Manage allocated projects. Conduct workshops and information sessions. Present findings to adjudication committees. Communicate with internal and external stakeholders including customers.

ENQUIRIES: Ms Goabi Moiloa, Tel no: (012) 394-1874 / Mr Dillon Ivasen, Tel no: (012) 394 3097

NOTE: Preference will be given Coloured Males & Females / White Males and People with a disability.
ANNEXURE K

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

OTHER POSTS

POST 47/37 : SENIOR SUPPLY CHAIN PRACTITIONER REF NO H/S/76

SALARY : R281 418. Per annum
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : National Diploma in Public Management/Financial Management/Economics or equivalent qualification. 3-5 Years’ experience in Supply Chain Management. LOGIS Certificates, Valid Driver’s license. Certificate in Supply Chain Management will be an added advantage. Recommendations Extensive knowledge of Supply Chain Management in Public Sector. Understanding of the PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and Practice Notes. Management of Resources. Communication and Interpersonal skills, Problem solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, Planning and Organizing.

DUTIES : Supervise the activities of Supply Chain Management Clerks and Officers to contribute towards the rendering of a professional SCM Service for example, Personnel Development, Performance and discipline, ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices concerning Logistics, stores and maintenance of SCM processes in the institution to contribute to the rendering of a professional SCM service, i.e. Logistics, Assets, Loss control, Demands and Acquisitions. Render a Supply Chain Management advisory service by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other SCM related issues to promote an effective SCM environment. Promote effective SCM by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the effective application of SCM practices. Monitor and evaluate SCM policies, procedures and practices. Approve and verify all documents and transactions on LOGIS according to delegations. Prepare reports on SCM issues and statistics

ENQUIRIES : Mr M P Pitso Telephone number (051) 407 9226
APPLICATIONS : send to The Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me T Mokopanele), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300
CLOSING DATE : 12 December 2017

POST 47/38 : SENIOR SUPPLY CHAIN PRACTITIONER REFERENCE NO H/S/77

SALARY : R281 418. Per annum
CENTRE : DR J S Moroka Hospital, Selosesha
REQUIREMENTS : A relevant National Diploma or Certificate with accounting. LOGIS / BAS Training. 3-5 Years’ experience in Supply Chain Management Recommendations: Practical experience in the Supply Chain Management.

DUTIES : Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the rendering of a professional supply chain management services. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, Stores and maintenance supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Render Supply Chain Management advisory service to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment. Promote effective Supply Chain Management by researching, analyzing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application
of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practices. Provide Supply Chain information and knowledge management services to the department. Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorisation should happen on higher level preferable at Assistant Director or Control Level 9) Prepare reports on Supply Chain Management issues and statistics. Compile monthly reconciliation and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES : Mr M E Mojaki Tel no (051) 8739800
APPLICATIONS : send to Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, Selosesha, 9783
CLOSING DATE : 12 December 2017

POST 47/39 : LABOUR RELATIONS OFFICER REF NO H/L/8

SALARY : R226 611. Per annum
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : An appropriate National Diploma / Bachelor’s Degree which includes Labour Law, Human Resource management and/or Public Management with a minimum of 3-5 years’ experience in the relevant field. Experience in handling grievances, disciplinary hearing and dispute resolution. A valid driver’s license and willingness to travel
Recommendations: Knowledge of relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc; Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures; Knowledge of the Public Service Regulatory framework, especially relating to HRM and Labour Relations; Competency to provide advice to Labour-related matters; Thorough understanding of and skills in negotiation, mediation and arbitration; The ability to work under pressure;
DUTIES : Provide assistance and/or advice to Managers/Supervisors regarding correct application of discipline related prescripts. Represent the Employer at relevant dispute resolution forums. Render support to FSDoH Employment Relations Sub-Directorate. Facilitate and coordinate the resolution of grievances within the Free State Psychiatric Complex also handle misconduct & disciplinary cases. Ensure proper Management and sustaining of Union-Management Committee. Ensure continuous information sessions of managers and personnel on labour relations training in general (labour relations policies and collective agreements.) Manage the physical, material and human resources allocated to Employment Relations Sub-division
ENQUIRIES : Mr M P Masila Telephone number (051) 407 9209
APPLICATIONS : Send To the Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300
CLOSING DATE : 12 December 2017

POST 47/40 : SKILLS DEVELOPMENT OFFICER REF NO H/S/78

SALARY : R226 611. Per annum
CENTRE : Free State Psychiatric Complex, Bloemfontein
DUTIES : Facilitate the compilation and implementation Workplace Skills Plan for Free State Psychiatric Complex. Facilitate the compilation of monthly, quarterly and annual training reports for FSPC. Facilitate activities of the FSPC Local Skills Development Committee. Facilitate the implementation of FSDoH Skills Development policies and other related prescripts thereof. Ensure effective management of financial, material and human resources allocated to skills develop met unit. Coordinate and facilitate the implementation of Institutional Orientation programme, experiential training, in services training and mandatory (transversal) programmes within the Institution.
ENQUIRIES : Mr M P Masila Tel No (051) 407 9209
APPLICATIONS: send to The Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300
CLOSING DATE: 12 December 2017

POST 47/41: SECURITY SUPERVISOR REF NO H/S/79

SALARY: R152 862. Per annum
CENTRE: Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS: Grade 12 or equivalent certificate. Basic Security Officer’s Course. At least three (3) years’ experience. Be prepared to work shifts Security clearance or to be done before permanent appointment. Knowledge of prescribed security procedures (e.g Mis, NISA, Protection of information Act, etc) and the authority of security officers under this documents. Driver’s License Recommendations: Ability to work with a team and under pressure. Good Communications skills & Computer Literacy
DUTIES: Supervise and implement total security function of the institution (physical security, personnel, communication, document and information security). Administrative and related functions: Determining roosters, shifts schedules and overtime. Monitor performance of employees and determine training needs. Supervise, train and develop security personnel on wide ranging aspects affecting security. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Identify security risks and threats and co-ordinate mitigating plans in line with security measures and procedures of FSPC. Monitor, evaluate and improve security measures and systems for quality assurance. Promote and maintain a safe environment for patients, staff and relevant users of the hospital
ENQUIRIES: Mr M G Korai Tel No (051) 407 9243
APPLICATIONS: send to The Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300
CLOSING DATE: 12 December 2017

POST 47/42: SUPPLY CHAIN CLERK REF NO. H/S/80

SALARY: R152 862. Per annum
CENTRE: DR J S Moroka Hospital, Selosesha
REQUIREMENTS: Grade 12 (or equivalent) Certificate. Recommendations: Computer literate. Good interpersonal skills and relations. Ability to work under pressure.
DUTIES: Implement and administer Supply Chain Management practices concerning Logistics, Stores and maintenance of supply chain management processes in the department to contribute to a professional SCM Service (including Log transactions). Address SCM enquiries to ensure the correct implementation of SCM practices.
ENQUIRIES: Mr G W Molefe Tel No (051) 8739800
APPLICATIONS: send to Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, Selosesha, 9783
CLOSING DATE: 12 December 2017

POST 47/43: TRADESMAN AID REF NO. H/T/1

SALARY: R107 886. Per annum
CENTRE: DR J S Moroka Hospital, Selosesha
REQUIREMENTS: Grade 10 Certificate. Must be physically strong and fit to be able to lift and move heavy objects and to stand for long periods
DUTIES: Assist Handyman with maintenance of buildings and equipment of institutions. Assist with inspections. Assist with repairs on equipment. Do maintenance under supervision. Do maintenance under supervision. Complete timesheet of work completed. Responsible for equipment and materials in order to prevent theft or loss while in use. Clean workshop, tools, equipment and workplace to ensure safe and neat working environment.
ENQUIRIES: Mr M E Matsheka Tel No (051) 8739800
APPLICATIONS: send to Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, SELOSESHA, 9783

CLOSING DATE: 12 December 2017

DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Posted to: Ms. Lerato Motsie, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8 Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 4055276 whether application is received due to problems experienced with our e-mails)

CLOSING DATE: 01 December 2017

NOTE: Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. 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 the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

POST 47/44: DEPUTY DIRECTOR: COOPERATIVE GOVERNANCE REF NO 4/2017

SALARY: Level 11 – An all-inclusive salary package of R 657 558 per annum. The remuneration package includes a basic salary, Annual Service Bonus, the Employer’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a car allowance, Medical Aid contribution, 13th cheque, housing allowance and non-pensionable cash allowance

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an appropriate three year degree and/or working experience in a similar environment. Special knowledge of relevant legislation and policies. Communication, planning organizing and computer skills.

DUTIES: It will be expected of the successful candidate to perform the following duties: Coordinate the Premier's Coordinating Forum meetings (PCF) as per the year plan and PCF guidelines. Liaise with provincial departments and the Department of Provincial and Local Government on matters of Intergovernmental Relations (IGR). Liaise with SALGA-FS on IGR matters. Liaise with municipalities on IGR matters. Liaise with National departments and Provinces on Intergovernmental and Inter Provincial matters. Liaise with Heads of Traditional Leaders when necessary. Attend District and Local IGR forum meetings. Manage the budget of the sub directorate. Manage the performance of the Cooperative Governance sub directorate and its staff. Maintain the advisory and consultative roles to government
departments and municipalities on IGR matters. Act on behalf of the Manager: IGR when necessary

ENQUIRIES: Ms S. Mazibuko, Tel: 051 4054231
ANNEXURE L

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 08 December 2017
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 47/45: DIRECTOR CORRIDOR COORDINATION: ROAD TRAFFIC MANAGEMENT CORRIDORS REF NO: REFS/002026
Directorate: Traffic Management

SALARY: R948 174. Per annum All-Inclusive Package
CENTRE: Eastern Corridor
REQUIREMENTS: A three-year Bachelor Degree/National Diploma in the relevant field. 3-5 years’ middle management experience. Experience in traffic and transport law enforcement and administration environment. Proven track record of project management. A valid Driver’s license. Knowledge and Skills: Strong leadership and conceptual orientation skills. Excellent Networking skills. Good written and verbal communication skills. Good understanding and knowledge of PFMA and understanding of relevant legislation.

DUTIES: Render general office services. Render support services regarding the corridor’s budget and expenditure control. Render Support services regarding personnel and assets matters. Render provisioning administrative services. Provide traffic survey services on provincial roads. Capture road traffic ticket fines, responsible for the strategic planning, implementation and direction of the unit. Develop and manage traffic and transport law enforcement programmes and campaigns inclusive of joint operations with relevant agencies. Manage information systems, the monitoring of offences and vehicle and driver fitness inspections. Overall management of the Directorate inclusive of manual and project management requirements within the legal, policy and rural framework of the Department.

ENQUIRIES: Ms Vumile Zwane Tel 011 689 3644

OTHER POSTS

POST 47/46: DEPUTY DIRECTOR: POLICY AND INFORMATION MANAGEMENT: REF NO: REFS/002025
Directorate: Policy and Information Management
**SALARY**: R657 558 per annum all-inclusive remuneration package

**CENTRE**: Johannesburg

**REQUIREMENTS**: An Honours Degree in Social Sciences/ A Master’s Degree would be an added advantage, plus 4 or more years’ experience in both primary and secondary research. A valid Driver’s license. Knowledge and skills: Knowledge of the functioning of the Criminal Justice System; Knowledge of different types of Evaluation. Project Management, Research skills, conflict resolution, Exceptional oral and written presentation skills, Strong analytical skills. Good writing skills (candidates will be expected to undertake a written simulation). Computer literacy.

**DUTIES**: Develop concept documents on crucial research, evaluation and policing issues, conduct research on key policy and pertinent policing issues, crime prevention and road safety to inform the development of departmental programmes. Manage projects that are undertaken by service providers, which would entail management of service providers, identify best practices on matters of policing, crime prevention and road safety.

**ENQUIRIES**: Mr. Steven Moteme Tel 011 689 3722

**POST 47/47**: DEPUTY DIRECTOR: POLICY AND INFORMATION MANAGEMENT REF NO: REFS/002027
Directorate: Policy and Information Management
06 Months Fixed Term Contract

**SALARY**: R657 558 per annum all-inclusive remuneration package

**CENTRE**: Johannesburg

**REQUIREMENTS**: An Honours Degree in Social Sciences/ A Master’s Degree would be an added advantage, plus 4 or more years’ experience in both primary and secondary research. A valid Driver’s license. Knowledge and skills: Knowledge of the functioning of the Criminal Justice System; Knowledge of different types of Evaluation. Project Management, Research skills, conflict resolution, Exceptional oral and written presentation skills, Strong analytical skills. Good writing skills (candidates will be expected to undertake a written simulation). Computer literacy.

**DUTIES**: Develop concept documents on crucial research, evaluation and policing issues, conduct research on key policy and pertinent policing issues, crime prevention and road safety to inform the development of departmental programmes. Manage projects that are undertaken by service providers, which would entail management of service providers, identify best practices on matters of policing, crime prevention and road safety.

**ENQUIRIES**: Mr. Steven Moteme Tel 011 689 3722

**POST 47/48**: DEPUTY DIRECTOR: PUBLIC TRANSPORT PASSENGER RELATION REF NO: REFS/002031 (02 POSTS)
Directorate: Traffic Management

**SALARY**: R657 558, per annum. An all-inclusive remuneration package

**CENTRE**: Johannesburg

**REQUIREMENTS**: Relevant Tertiary qualification (3-year Diploma/ Degree or equivalent). 3-5 years’ experience working in the field of Traffic Law Enforcement and seven (07) years in management. Performance records will be a strong consideration. Valid Driving License at least code B. No criminal record. Must be registered as an authorized Traffic Officer. Good records and resource management and interpersonal relations are essential. Excellent project and time management abilities; good networking and communication skills. Knowledge and Skills: Manage the implementation of Public Transport and Traffic Law Enforcement Policies and Regulations: Driver, operator and vehicle fitness inspections; investigations; working knowledge of applicable legislations- Public Transport and traffic environment.

**DUTIES**: Manage and control law enforcement agencies (LEAs) in the region. Liaise with other LEAs in the region. Manage and coordinate public transport related projects in the region. Oversee the work of the other departments i.e. SAPS, SANDF, Registrar, Permit Board etc. during various public transport related projects. Give inputs to policy formulation and strategic planning initiatives.

**ENQUIRIES**: Mr Steven Moteme Tel: 011 689 3722
The Department of Health

It is the department's intention to promote equity through the filing 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**: 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 [www.gauteng.gov.za](http://www.gauteng.gov.za).

**CLOSING DATE**: 08 December 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 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. Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**MANAGEMENT ECHELON**

**POST 47/49**: MEDICAL SPECIALIST GRADE 1-3 REF NO: 002039

**Directorate**: Otorhinolaryngology (ENT) Unit

**SALARY**: Grade 1 R991 857 – R1 052 712 per annum (all inclusive package)
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package)
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Matric Certificate. MBChB qualification. MMed (Otorhinolaryngology) or FC ORL(SA). A valid registration with HPCSA as an independent Medical Practitioner and ENT Medical Specialist. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.

**DUTIES**: Successful candidates will be responsible for the provision of ENT quality, cost effective clinical services at Kalafong Provincial Tertiary Hospital. Responsibilities will include: Full time clinical service provision including after hours (weekdays and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the ENT academic program in the Steve Biko Academic Hospital Cluster. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.
ENQUIRIES: Dr. L. Mokwene, Tel No: (012) 318-7040

POST 47/50: CLINICAL MANAGER (MEDICAL ADVISOR) GRADE 1 REF NO: EHD2017/11/09
Directorate: Hast

SALARY: R1 052 712. – 1 168 350. per annum (all inclusive remuneration package)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. A minimum of 04 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A valid driver’s license is essential.

DUTIES: Work with DOH, City of Ekurhuleni and HIV partners at Sub district and District Management teams to improve health systems in support of good clinical practice in District Hospitals, CHC’s and PHC Clinics. Provide guidance for implementation of DOH HAST treatment protocols. Keep abreast of the development in the TB/HIV programme areas. Perform clinical audits to ensure adherence to guidelines and best practice. Facilitate TB/HIV training for internal and external stakeholders as may be required. Contribute to the District operational planning activities. Liaising and negotiating with private sector to improve the health status of communities. Perform all other duties delegated by Supervisor/Manager

ENQUIRIES: Ms S. Motloung Tel No: (011) 876 1820

APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

CLOSING DATE: 08 December 2017

NOTE: Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

OTHER POSTS

POST 47/51: DEPUTY DIRECTOR – FINANCIAL MANAGER REF NO: 002062
Directorate: Financial Management

SALARY: R657 558 – R774 576 per annum (all inclusive remuneration package)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Minimum National Diploma in Public Finance Management and Administration, or an equivalent tertiary qualification of NQF level 5 in Financial Accounting or Commerce. 8 years and more experience in the financial and accounting environment, 5 of which should have been spent in the public sector at a supervisory or managerial level. Experience in the health sector will be an added advantage. Experience in Financial and Supply Chain Management, with strong technical accounting and excellent management skills. Computer literacy (MS Word, Advanced Excel, PowerPoint and Outlook). A valid driver’s licence. The successful candidate will be subjected to security clearance. COMPETENCIES: Knowledge, understanding and implementation of methods, practices, policies, regulations and Acts that govern financial management in the Public Sector. Good written and verbal communication skills. Leadership, planning, organizing and problem solving skills. Ability to manage and lead a team. Ability to work in a high-pressure environment, knowledge of transversal systems – BAS and SAP and applicable legislation and regulations – PFMA, Treasury Regulations and PPPFA.

DUTIES: The Financial Manager acts as the Chief Financial Officer of the hospital and reports directly to the Chief Executive Officer in terms of overall financial management governance of the hospital. Oversees the entire day to day Supply Chain Management value chain, among others, ensuring prompt ordering of goods and services and maintenance of optimal stock levels. Management of Finance, Revenue, Budget, Expenditure, Assets and Liabilities. Coordinates the budget process and produces timeous management reports. Manages monthly cash flow and payments, debt accounts, improves revenue collection and manages contracts. Ensures implementation of Cost Centres and Functional Business Units. Manages Hospital Board account. Manages and reviews staff performance. Manages audit process and ensures improvement of audit outcomes.
ENQUIRIES : Dr. K.E. Letebele-Hartell, Tel No: (012) 318-6503
APPLICATIONS : 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 www.gauteng.gov.za.
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV 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. Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know

CLOSING DATE : 08 December 2017
POST 47/52 : HEAD OF STUDENT COUNSELLOR–PND3 (1 POST) REFS/002044
Directorate: Nursing Education and Training

SALARY : R514 962. Per annum (plus benefits) PND3
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. diploma/degree in Nursing. Qualifications in General Nursing Science and Midwifery/ Community/ Psychiatric Nursing Science registered with SANC. Bachelor's Degree/Diploma in Nursing Education. 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. Minimum of 4 years appropriate recognizable experience in student counselling environment. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes and student counselling. 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, organizing, evaluation, leading and controlling. A valid Driver’s licence. Computer literacy.

DUTIES : The successful candidate will be responsible for; amongst others, the following specific tasks: Plan, implement and manage learner counselling and support program. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Support and guidance of Student Representative Council and class representative. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Provide counselling and support to academic and administrative
staff in emergencies. Assist with the provision of employee wellness service. Plan, implement and manage the provision of the English program. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College.

**ENQUIRIES**
Ms. N.E. Ntsele, Tel No: (011) 983 3009

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

**NOTE**
Applications must be submitted on a Z83 form with your C.V. certified copies of your I.D, current SANC Receipt and attached Qualifications State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the 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 (OHN). Incomplete applications or applications received after closing date will not be considered.

**CLOSING DATE**
08 December 2017

**POST 47/53**
OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2017/11/08

**CENTRE**
Ethafeni Clinic (NSDR)

**SALARY**
R499 953. – 562 698. per annum (plus benefits)

**REQUIREMENTS**
Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification (Clinical Health Assessment, Diagnosis, Treatment and Care), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s licence is essential. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES**
Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**ENQUIRIES**
Ms M.L Nhleko, Tel No: (011) 565 5160

**APPLICATIONS**
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

**NOTE**
Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**
08 December 2017
POST 47/54 : OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2017/11/06

Directorate: PHC

SALARY : R499 953. – 562 698. per annum (plus benefits)
CENTRE : Kwa Thema CHC (ESDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s licence. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

ENQUIRIES : Ms T.O.A. Moeketsi, Tel No: (011) 737 9243
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 08 December 2017

POST 47/55 : LECTURE PND 1 OR PND 2 (5 POSTS)

Directorate Department of Health

SALARY : R340 3431 – R394 665 PND 1
R418 701 – R546 315 PND 2 Per annum (plus benefits)
CENTRE : Ann Latsky Nursing College (Psychiatric Nursing, General Nursing Science, Midwifery, Community Nursing Science)
REQUIREMENTS : Registration with SANC as a Professional Nurse (R425) and Registration with SANC in Nursing Education. Proof of current registration with the SANC is required. A minimum of four years (4) recognizable/appropriate experience after registration as a professional nurse with SANC in General Nursing. (Less one year for candidates appointed from outside the public service after complying with the registration requirements). Valid code 8 driver’s license. Ability to apply computer technology and programme. Good Communication, Supervisory, Report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES : Provide education and training to students nurses, co-ordinate clinical learning exposures to students between college and clinical facilities. Support vision and the mission and promote the image of the college. Implement assessment strategies to determine student’s competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Accompaniment of students in the clinical areas where appropriate. Management of a student database. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and own field of practice.
ENQUIRIES : Mrs KM Rasepae, Tel No. 011 644 8924 OR Mrs RK Nene, Tel No. 011 644 8956.


NOTE : The institution reserves the right to check criminal record of a candidate

CLOSING DATE : 01 December 2017

POST 47/56 : LECTURER/ OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) (1 POST) REFS/002032
Directorate: Nursing Education and Training

SALARY : R340 431 per annum (plus benefits) PN-D1
R418 701 per annum (plus benefits) PN-D2

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. Registration with the South African Nursing Council (SANC) as a professional nurse and midwife or Basic qualifications accredited with SANC in terms of Government Notice R425. A Bachelor’s Degree in Nursing Education. Diploma/Degree in Occupational Health Nursing Science. Diploma/Degree in Clinical Nursing Science, Health, Assessment Treatment and Care (PHC) and a Dispensing License. Knowledge of Audiometry and Spirometry. A minimum of 2 years’ experience in providing Occupational Health Services and developing programs. Last position held as an OHS officer should not be more than 10 years from the current held position. Good knowledge of an integrated Employee Wellness Program. Code B,C or E valid Drivers’ License and able to drive motor vehicle classified under code B .Proof of computer literacy skills (Word, PowerPoint, Excel,).Sound Verbal and written communication skills. Ability to work under pressure within a changing environment and ability to work independently. Sound interpersonal skills.

DUTIES : Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health and Safety. Manage resources to meet the institution’s Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee’s health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution’s employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.

ENQUIRIES : Ms. N.E. Ntsele, Tel No: (011) 983 3009

APPLICATIONS : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za

NOTE : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the 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.
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.

**CLOSING DATE** : 08 December 2017

**POST 47/57** : OCCUPATIONAL THERAPY TECHNICIAN GRADE 1-2 REF NO: 002040

**Directorate**: Occupational Therapy Unit

**SALARY** :
- Grade 1 R185 301 – R211 875 per annum (plus benefits)
- Grade 2 R218 274 – R264 888 per annum (plus benefits)

**CENTRE** :
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** :
Matric Certificate. Diploma as Occupational Therapy Assistant. Proof of Board exam pass Occupational Therapy Technician. HPCSA Registration certificate. Current HPCSA registration. Grade 1 requires no experience; Grade 2 requires a minimum of 10 years appropriate experience after obtaining an appropriate qualification. Any knowledge and experience in needlework, making pressure garments and woodwork will be considered.

**DUTIES** :

**ENQUIRIES** :
Ms. R. Louw, Tel No: (012) 318-6702

**APPLICATIONS** :
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 www.gauteng.gov.za...

**NOTE** :
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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. Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know

**CLOSING DATE** : 08 December 2017

**POST 47/58** : ADMINISTRATIVE OFFICER REFS: EHD2017/10/06

**Directorate**: Primary Health Care

**SALARY** : R226 611. – 266 943. per annum (plus benefits)

**CENTRE** :
Ekurhuleni Health District (Esangweni CHC) MOU

**REQUIREMENTS** :
Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration data capturing or National diploma/degree in
administration/data capturing with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver’s license is essential. Knowledge of PAJA and DHIMS operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES: Ms M.L Nhleko Tel No: (011) 565-5160
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

NOTE: Males are encouraged to apply. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Driving skills will be evaluated.

CLOSING DATE: 08 December 2017

POST 47/59: HOUSEHOLD WORKER (LEVEL 2)
Directorate: Department of Health

SALARY: R90 234 – 106 290 per annum plus benefits (1 Post)
CENTRE: Ann Latsky Nursing College

REQUIREMENTS: The successful applicant must be in possession of an appropriate recognised Grade 10 -12 or ABET qualification, minimum 2 years relevant experience with hygiene in the kitchen environment. Good communication skills and willing to work in a team will be added as an advantage, knowledge of cleaning materials and catering arrangements, knowledge of procurement and maintenance.

DUTIES: Opening and preparing the kitchen area before and after official hours, perform routine tasks in the kitchen/food service unit, maintain hygiene and safety measure in the kitchen by washing the dishes, crockery and cutlery, responsible for catering preparations, cleans up the entire kitchen area, responsible for Kitchen inventory, assist the cleaning staff when needed, ordering of groceries.

ENQUIRIES: For further information regarding the post, please contact: Ms ME Moerane, Tel No. 011 644 8900/8917/Ms A Van As, 011 644 9006. OR Apply online at www.gautengonline.gov.za.


CLOSING DATE: 01 December 2017

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS: Applications can be delivered: 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to Private Bag x83, Marshalltown, 2107. Applications can be delivered: to Life Centre Building, Ground floor, 45 Commissioner Street, Marshalltown, Johannesburg, 2107.

CLOSING DATE: 18 December 2017

NOTE: Signing of performance contract is mandatory. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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. Application cannot be submitted via email.
OTHER POSTS

POST 47/60: CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: GEOMETRIC DESIGN & TECHNICAL SUPPORT SERVICES (1 POST) REF NO: REFS/002006

Chief Directorate: Design and Engineering Services
Directorate: Design Services

SALARY: R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant

CENTRE: Johannesburg Head Office

REQUIREMENTS: Degree in Engineering - Civil or Structural. Registration with ECSA as a Professional Engineer. A minimum Six (6) years relevant engineering experience post qualification. A valid driver’s license. Added Recommendations: Post graduate qualification in civil/transportation engineering. Experience in geometric design of roads and preparation of tender documentation.

DUTIES: Plan for and undertake geometric designs for roads infrastructure. Prepare tender documentation and manage consulting engineering contracts. Validate compliance of designs submitted by consultants with departmental design policies, standards and procedures. Manage enquiries from developers and affected parties in terms of the design for existing and future roads in the Province. Prepare performance reports and manage risks for road design. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on national and provincial level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).

ENQURIES: Marietjie.Badenhorst@gauteng.gov.za

POST 47/61: CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: STRUCTURES AND TECHNICAL SUPPORT SERVICES (1 POST) REF- NO: REFS/002007

Chief Directorate: Design and Engineering Services
Directorate: Design Services

SALARY: R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant

CENTRE: Johannesburg Head Office


DUTIES: Plan for and undertake structural designs for roads, bridges and transport infrastructure. Hydraulic design of for bridges and culverts. Prepare tender documentation and manage consulting engineering contracts. Validate compliance with departmental design policies, standards and procedures. Contribute to the condition assessments for roads and bridges and make recommendations for bridge maintenance and repairs. Lead panel inspections for roads structures (culverts, bridges etc.) and management of these assets. Validate drainage designs by consultants for road construction and road rehabilitation projects. Prepare performance reports and manage risks for structures in road reserves. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the provincial and national infrastructure forums. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).

ENQURIES: Marietjie.Badenhorst@gauteng.gov.za

POST 47/62: CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: CAPITAL PROJECTS – (3 POSTS) REF NO: REFS/002008

Chief Directorate: Roads Construction
Directorate: Construction Capital Projects, Programming and Budgeting
**SALARY**  
R935 172 (all inclusive) -- The Department will consider to award a higher salary based on the experience and expertise of the applicant  

**CENTRE**  
Johannesburg Head Office  

**REQUIREMENTS**  
Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver’s license. Added Recommendations: Post graduate qualification in civil engineering or project management. Experience in execution and management of road construction and rehabilitation projects, and the compilation of tender documents.  

**DUTIES**  
Manage planning and implementation of road construction and rehabilitation projects. Preparation and compilation of tender documentation. Contract management including management of Implementing Agencies. Completion of road infrastructure projects within time, control budgets and timeframes. Manage all scope and/or cost variations. Prepare project and programme performance reports. Manage project and contractual risks. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, Provincial and National level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people and small contractors (consultants, contractors and staff).  

**ENQUIRIES**  
Marietjie.Badenhorst@gauteng.gov.za  

**POST 47/63**  
CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: ROADS MAINTENANCE AND FLEET SERVICES (1 POST) REF NO: REFS/002009  
Chief Directorate: Roads Maintenance  
Directorate: Roads Maintenance and Fleet Services  

**SALARY**  
R935 172 (all inclusive) -- The Department will consider to award a higher salary based on the experience and expertise of the applicant  

**CENTRE**  
Johannesburg Head Office  

**REQUIREMENTS**  
Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver’s license. Added Recommendations: Post graduate qualification in civil engineering or project management. Experience in execution and management of road construction and rehabilitation contracts and the compilation of tender documents.  

**DUTIES**  
Manage planning and implementation of road construction and rehabilitation projects. Preparation and compilation of tender documentation. Contract management including management of Implementing Agencies. Completion of road infrastructure projects within time, control budgets and timeframes. Manage all scope and/or cost variations. Prepare project and programme performance reports. Manage project and contractual risks. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, Provincial and National level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people and small contractors (consultants, contractors and staff).  

**ENQUIRIES**  
Marietjie.Badenhorst@gauteng.gov.za  

**POST 47/64**  
CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: CONSTRUCTION STANDARDS AND QUALITY ASSURANCE (1 POST) REF NO: REFS/002010  
Chief Directorate: Roads Construction  
Directorate: Construction, Capital Projects, Programming and Budgeting  

**SALARY**  
R935 172 (all inclusive) -- The Department will consider to award a higher salary based on the experience and expertise of the applicant  

**CENTRE**  
Koedoespoort  

**REQUIREMENTS**  
Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver’s license. Added Recommendations: Post graduate qualification in civil engineering or project management. Experience in execution and management of road construction and rehabilitation contracts and the compilation of tender documents.  

**DUTIES**  
Manage planning and implementation of road construction and rehabilitation projects. Preparation and compilation of tender documentation. Contract management including management of Implementing Agencies. Completion of road infrastructure projects within time, control budgets and timeframes. Manage all scope and/or cost variations. Prepare project and programme performance reports. Manage project and contractual risks. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, Provincial and National level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people and small contractors (consultants, contractors and staff).  

**ENQUIRIES**  
Marietjie.Badenhorst@gauteng.gov.za
DUTIES: Manage the development and application of uniform construction standards and specifications for roads infrastructure projects. Oversee the implementation and recording of materials testing. Implement quality assessments of materials and quality assessments for departmental infrastructure projects. Liaise with all role players (industry, educational, institutional and governmental) regarding the development, implementation and monitoring of construction standards. Implement technical measurements for infrastructure projects (commercial and departmental laboratories). Manage and develop people. Mentor Candidate Engineers and Technicians employed by the Department.

ENQURIES: Marietjie.Badenhorst@gauteng.gov.za

POST 47/65: CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: ROADS NETWORK MANAGEMENT SYSTEMS AND GEOGRAPHIC INFORMATION SYSTEMS (1 POST) REF NO: REFS/002020
Chief Directorate: Roads Maintenance
Directorate: Roads Information Management

SALARY: R 935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant

CENTRE: Johannesburg Head Office

REQUIREMENTS: Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of 6 years relevant engineering experience post qualification. A valid driver’s license. Added Recommendations: Post graduate qualification in civil engineering. Experience in road construction, rehabilitation and maintenance. Experience in road network management systems and optimization software.

DUTIES: Management of road network condition assessments (visual and instrumental data) and optimization of fund allocations for road construction, rehabilitation and maintenance. Implement road asset management systems and procedures. Prepare Infrastructure Asset Management Plan for Roads. Prepare Project Initiation Reports for roads projects (high level business cases). Prepare the strategic resourcing strategy and implementation programme for roads projects. Conduct End of Year Infrastructure Evaluations. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, Provincial and National level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).

ENQURIES: Marietjie.Badenhorst@gauteng.gov.za
The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representative. “The Department supports people with disabilities” The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.

APPLICATIONS
Applications must be submitted/ posted or hand delivered to the attention of the Head of Department as follows: Cedara: Head Office Private Bag X 9059 Pietermaritzburg 3201 North Service Centre (NSC) Private Bag X 1048 Richards Bay 3900 South Service Centre (SSC) Private Bag X 6005 Hilton 3245

CLOSING DATE
08 December 2017

NOTE
Applications must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV with at least two referees. Certified copies (Not copies of certified copies) of all educational qualifications including Matric Certificate and supporting documents (Identity documents, Drivers Licence etc.) must also be submitted with your application. Applications must be submitted on or before the closing date. All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. It will be required of the successful candidate to undergo an appropriate security clearance. Applicants must please note that they will be required to show proof of original qualifications during selection process. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. Applications will not be acknowledged, due to the large volume of applications received, and should you not receive a response within 60 days, kindly consider your application unsuccessful NB: Late, faxed or e-mailed applications will not be accepted. Failure to comply with the above instructions will result in immediate disqualification of

MANAGEMENT ECHELON

POST 47/66
CHIEF DIRECTOR: AGRICULTURAL SERVICES: REF NO: CED27/2017

SALARY
R1 127 334 per annum. An all-inclusive salary package (level 14) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose all financial interests.

CENTRE
Cedara – Head Office

REQUIREMENTS
An appropriate 4 year Degree in Agriculture and a valid driver’s Licence. Experience: A minimum of 5 years Senior Management Service (SMS) experience in Agriculture. Knowledge: Sound knowledge of relevant legislative environment: RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, BCEA, Community Development Public Participation, Scientific Agricultural Production methods, NDP, LRA, PAIA, EPMDS, social dynamics of KZN Communities, Provincial Growth and Development Plan, Project Management Principles, Bill of Rights, Human Rights Act, Service delivery Frameworks, SCM practices and procedures. Skills: Excellent communication, (written and verbal), innovative, good interpersonal relations, honesty, professionalism, integrity, honesty, time frame driven, decision making, change management, conflict management, leadership, research, analytic, presentation and strategic planning skills, Computer literacy, and report writing skills

DUTIES
Coordinate the comprehensive agricultural extension and advisory implementation services over the district municipal areas in the province; coordinate the provision of engineering support, agricultural extension and advisory services and management of efficient project identification. Provide strategic direction for agricultural extension and advisory services; analyze, interpret and provide advice on legislative prescripts; manage the review and development of policies,
strategies, processes, procedures and best practice for implementation of agricultural extension and advisory services; optimize the implementation, monitoring and evaluation of policies, strategies, resolutions etc., coordinate the alignment of regional strategies to the departmental objectives and manage the cross functional approach to agricultural development (provincial steering committee). Manage agricultural extension and advisory; manage the development, design and distribution of extension methodology resources, manage the coordination, monitoring, evaluation and reporting on the effectiveness of crop, livestock and aquaculture production, food security as well as youth, women and disability programmes, manage the establishment and facilitating a network of relevant role players to determine and consolidate extension methodology needs and inputs. Optimize management of project office; coordinate optimal planning i.r.o all agricultural related projects, oversee project approvals, manage and monitor the implementation, effectiveness, and sustainability of projects and maintain. Manage the resources allocated.

ENQUIRIES
Mr MM Sifundza Tel No: 033 355 112

POST 47/67
CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CED28/2017

SALARY
R1 127 334 per annum. An all-inclusive salary package (level 14) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose all financial interests.

CENTRE
Cedara – Head Office

REQUIREMENTS

DUTIES
Manage Human Resource administration, policies and practices; provide and manage human resource administration service at service centres, manage HR information systems, recruitment and reporting and manage employee health and wellness. Manage Human Resource Development; ensure implementation of EPMDS System, ensure implementation of HR development services and HR skills development, policies and practices. Manage the provisions of sound employee relations; ensure discipline and labour relations investigations, facilitate the provision of grievance and disputes processes and statistics and ensure the coordination of collective bargaining. Manage the provisions of management advisory services; ensure the development of organizational development strategy and interventions, ensure the provision of job profiling and evaluation and HR planning. Manage the development and implementation of policies and strategies; coordinate the development of best practice, manage implementation of National, Provincial and Departmental frameworks, provide strategic guidance to the Chief Directorate and provide expert advice and guidance. Manage resources of the Chief Directorate.

ENQUIRIES
Ms GJ Majola Tel No: 033 355 9601
POST 47/68: DIRECTOR: AGRICULTURAL RESOURCE MANAGEMENT: REF NO: CED29/2017

SALARY: R948 174 Per. Annum. An all-inclusive salary package (level 13) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE: Cedara – Head Office


DUTIES: Provide natural resource services; research and characterize the natural resources of KZN, manage and monitor maintenance of KZN bio-resource programme, manage the characterization of land in KZN to guide planning frameworks (IDP, SDF, LUMS) in line with the relevant prescripts and develop new land assessment technologies. Manage the agricultural risk and disaster management unit; administer provincial framework and resource base for agricultural risk and disaster management, administer effective prediction and forecasting of potential disaster solutions, manage agricultural disaster relief and mitigation strategies and render general administration and line function support. Provide strategic research direction on scientific matters; provide expert support and high level advice to industry stakeholders, develop relationships and collaboration with stakeholders at Regional, Departmental, National and International levels. Engage in cooperation agreements with stakeholders (ARC) and universities, ensure constant liaison with relevant scientific bodies (SACNASP) and ensure the publishing and presentation of findings/investigations. Develop agricultural research policies; manage the implementation of NDP frameworks and policies, monitor and evaluate compliance with the implemented policies and report on any discrepancies to all relevant stakeholders, review and amend policies and ensure the effective utilization of resources.

ENQUIRIES: Mrs NF Mkhize Tel No: 033 343 8074

OTHER POSTS

POST 47/69: AGRICULTURAL TRAINING OFFICER: ANIMAL PRODUCTION (2 POST) REF NO: SSC11/2017 SL 8

SALARY: R281 418 Per. Annum

CENTRE: Cedara College

REQUIREMENTS: Appropriate 3-year National Diploma in Animal Production. Experience: 3 years' relevant experience in animal production and a valid driver's licence (code EB). Skills: Computer Literacy, formal training and presentation skills, communication, (written/verbal), people management, innovative thinking, organizational and interpersonal skills.

DUTIES: Provide relevant practical/theoretical training and plan, design and review training material and submit for approval/accreditation; presentation of courses and workshops and conducting of practical demonstrations, preparing and conducting assessments. Assist with the coordination of training service providers. Monitor
and evaluate training provided; evaluate reports completed by attendees and conduct spot checks at farming enterprises to ensure the achievement of the identified training needs. Provide functional information/advice on request.

Perform all administrative and related functions.

ENQUIRIES
Mr B Lutge Tel No: 033 355 9306

POST 47/70
AGRICULTURAL TRAINING OFFICER: AGRO GRO PROCESSING/ VALUE ADDING (1 POST) REF NO: SSC12/2017 SL 8

SALARY
R281 418 per annum

CENTRE
Cedara College

REQUIREMENTS
Appropriate 3-year National Diploma in Agro-Processing. Experience: 3 years’ relevant experience in Agro-Processing/ Value Adding and valid driver’s licence (code EB). Skills: Computer Literacy, formal training and presentation skills, communication, (written/verbal), people management, innovative thinking, organizational and interpersonal skills.

DUTIES
Provide relevant practical/theoretical training and plan, design and review training material and submit for approval/accreditation; presentation of courses and workshops and conducting of practical demonstrations, preparing and conducting assessments. Assist with the coordination of training service providers. Monitor and evaluate training provided; evaluate reports completed by attendees and conduct spot checks at farming enterprises to ensure the achievement of the identified training needs. Provide functional information/advice on request.

Perform all administrative and related functions.

ENQUIRIES
Mr B Lutge Tel No: 033 355 9306

NOTE
Candidates for Agricultural Training officer posts who are registered Assessors/Moderators will be at a distinct advantage:

POST 47/71
AGRICULTURAL TRAINING OFFICER: CROP PRODUCTION (1POST) REF NO: SSC13/2017 SL 8

SALARY
R281 418 per annum

CENTRE
Cedara College

REQUIREMENTS
Appropriate 3-year National Diploma. Experience: 3 years’ relevant experience in Crop Production and valid driver’s licence. Skills: Computer Literacy, formal training and presentation skills, communication, (written/verbal), people management, innovative thinking, organizational and interpersonal skills.

DUTIES
Provide relevant practical/theoretical training and plan, design and review training material and submit for approval/accreditation; presentation of courses and workshops and conducting of practical demonstrations, preparing and conducting assessments. Assist with the coordination of training service providers. Monitor and evaluate training provided; evaluate reports completed by attendees and conduct spot checks at farming enterprises to ensure the achievement of the identified training needs. Provide functional information/advice on request.

Perform all administrative and related functions.

ENQUIRIES
Mr B Lutge Tel No: 033 355 9306

POST 47/72
LECTURER: ANIMAL PRODUCTION (1POST) REF NO: SSC14/2017 SL 8

SALARY
R281 418 per annum

CENTRE
Cedara College

REQUIREMENTS
Requirements: A 4 year BSc. Degree (NQF8) in Agriculture with Animal Production/Science as an area of specialization and a valid driver’s licence. Experience: Three (3) years appropriate experience in Agricultural Animal Production. Knowledge: Good knowledge of animal production. Skills: Computer literacy, good presentation, communication (written and verbal) and interpersonal skills and

DUTIES
Prepare lesson plans and present practical, theoretical and/or short courses; prepare practical and theoretical material, present classes and maintain discipline during classes. Renewal and development of course material and study guides; do basic information research in the field, provide inputs for curriculum development and integrate relevant findings in existing courses, develop totally
new courses if required, liaise with relevant agricultural role players and align course material with requirements set for academic institutions. Assessment of students through compilation of questions and memorandums, grading of answer sheets, papers and assignments and invigilate during exam/ tests. Provide inputs towards policy and planning, develop year plans for classes, administration of classes: attendance registers, student records, exam results etc. Serve on various committees and comply with the Public Service prescripts. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Mr B Lütge Tel No: (033) 3559 306
NOTE : As part of the interview process, all shortlisted candidates for Lecturer posts will be expected to prepare and present a ten-minute lecture in the respective areas. Other practical demonstrations may also be required.

POST 47/73 : LECTURER: AGRICULTURAL ECONOMICS (1POST) REF NO: SSC15/2017 SL 8

SALARY : R281 418 per annum
CENTRE : Cedara College
REQUIREMENTS : A 4 year BSc. Degree (NQF8) in Agricultural Economics/ Business: Agricultural Economics and a valid driver’s licence. Experience: Three (3) years appropriate in Agricultural Economics. Knowledge: Good knowledge of agricultural economics. Skills: Skills: Computer Literacy, good presentation, communication (written and verbal) and interpersonal skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; prepare practical and theoretical material, present classes and maintain discipline during classes. Renewal and development of course material and study guides; do basic information research in the field, provide inputs for curriculum development and integrate relevant findings in existing courses, develop totally new courses if required, liaise with relevant agricultural role players and align course material with requirements set for academic institutions. Assessment of students through compilation of questions and memorandums, grading of answer sheets, papers and assignments and invigilate during exam/ tests. Provide inputs towards policy and planning, develop year plans for classes, administration of classes: attendance registers, student records, exam results etc. Serve on various committees and comply with the Public Service prescripts. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Mr B Lütge at (033) 3559 306
NOTE : As part of the interview process, all shortlisted candidates for Lecturer posts will be expected to prepare and present a ten-minute lecture in the respective areas. Other practical demonstrations may also be required.

POST 47/74 : LECTURER: VELD AND CULTIVATED PASTURES (POST) REF NO: NSC04/2017 SL 8

SALARY : R281 418 per annum
CENTRE : Owen Stole College
REQUIREMENTS : A 4-year BSc. Degree or B degree in Agricultural Veld or Pasture Management (NQF level 8) and a valid driver's license. Experience: At least 3 years' relevant experience in veld of pasture management Knowledge: Good knowledge of animal veld or pasture management. Skills: Skills: Computer Literacy. Good presentation, communication (written and verbal) and interpersonal skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; prepare practical and theoretical material, present classes and maintain discipline during classes. Renewal and development of course material and study guides; do basic information research in the field, provide inputs for curriculum development and integrate relevant findings in existing courses, develop totally new courses if required, liaise with relevant agricultural role players and align course material with requirements set for academic institutions. Assessment of students through compilation of questions and memorandums, grading of answer sheets, papers and assignments and invigilate during exam/ tests. Provide inputs
towards policy and planning, develop year plans for classes, administration of classes: attendance registers, student records, exam results etc. Serve on various committees and comply with the Public Service prescripts. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

**ENQUIRIES**: Mr AS Mazibuko Tel No: 035 795 1345

**NOTE**: As part of the interview process, all shortlisted candidates for Lecturer posts will be expected to prepare and present a ten-minute lecture in the respective areas. Other practical demonstrations may also be required.

**POST 47/75**: LECTURER: SOIL SCIENCE (1 POST) REF NO: NSC05/2017 SL 8

**SALARY**: R281 418 per annum

**CENTRE**: Cedara College

**REQUIREMENTS**: A 4-year BSc. Degree in Soil Science (NQF level 8) or equivalent and a valid driver’s licence. Experience: At least 3 years’ relevant experience in Soil mapping and Land Use Planning/ Soil management. Knowledge: Good knowledge of soil mapping/ land use planning/ soil science. Skills: Computer Literacy. Good Presentation, communication (written and verbal) and interpersonal skills.

**DUTIES**: Prepare lesson plans and present practical, theoretical and/or short courses; prepare practical and theoretical material, present classes and maintain discipline during classes. Renewal and development of course material and study guides; do basic information research in the field, provide inputs for curriculum development and integrate relevant findings in existing courses, develop totally new courses if required, liaise with relevant agricultural role players and align course material with requirements set for academic institutions. Assessment of students through compilation of questions and memorandums, grading of answer sheets, papers and assignments and invigilate during exam/ tests. Provide inputs towards policy and planning, develop year plans for classes, administration of classes: attendance registers, student records, exam results etc. Serve on various committees and comply with the Public Service prescripts. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

**ENQUIRIES**: Mr AS Mazibuko Tel No: 035 7951940

**NOTE**: As part of the interview process, all shortlisted candidates for Lecturer posts will be expected to prepare and present a ten-minute lecture in the respective areas. Other practical demonstrations may also be required.

**DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

**APPLICATIONS**: All applications should be forwarded to, Department of Community Safety and Liaison, Private Bag X 9143, Pietermaritzburg, 3200 or hand-delivered to, 179 Jabu Ndlovu Street, Pietermaritzburg.

**FOR ATTENTION**: Ms K.S Mthembu

**CLOSING DATE**: 08 December 2017

**NOTE**: Applications must be submitted on the form Z83 and should be accompanied by certified copies of qualifications, drivers’ license, Identity Document together with comprehensive curriculum vitae. Faxed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. Candidates must submit separate applications for each post applied for quoting the applicable reference number. Due to the large number of applications, only short-listed candidates will be contacted and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful. Applicants with disabilities are encouraged to apply.
OTHER POST

POST 47/76 : DIRECTOR: COASTAL REGION REF NO: CSL61/2017

SALARY : An all-inclusive remuneration package of R 948 174 per annum is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Pietermaritzburg


DUTIES : To provide strategic direction and coordination in the Region. Manage and promote crime prevention and partnerships. Ensure the monitoring and evaluation of police performance in the region. Ensure the development and implementation of integrated and costed Annual Police Service Delivery Plan for the Region and outreach areas. Manage the development, evaluation and review of regional community safety models, initiatives and monitoring tools. Ensure effective management of resources for the Directorate.

ENQUIRIES : Mr M.S Mnqayi, Tel: 033 – 3419319

NOTE : Preference will be given to females and employees with disabilities are also encouraged to apply.

POST 47/77 : ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS CSL62/2017

SALARY : R417 552 per annum (Salary Level 10)

CENTRE : Durban West

REQUIREMENTS : A Degree or National Diploma in the field of Social Sciences and/or Police Science plus three years appropriate experience in the crime prevention environment together with a valid driver’s license. Knowledge, Skills and Competencies: The Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : To promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums; community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : Ms T.N Ndlovu, Telephone: 031 – 7374950
NOTE: This is a re-advertising of post number: CSL50/2017 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

DEPARTMENT HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

MANAGEMENT ECHELON

POST 47/78: MEDICAL SPECIALIST: PAEDIATRIC SURGERY X 1 POST REF NO: Medspecpaedsurg/1/2017
Department: Paediatric Surgery

SALARY: Grade I R991 857.00 per annum all-inclusive salary package (excluding commuted overtime) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatric Surgery. Registrars who have completed their training may apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. The appointment to Grade II R1 134 069.00 per annum all-inclusive salary package (excluding commuted overtime) requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatric Surgery. The appointment to Grade III R1 316 136 per annum. All-inclusive salary package (excluding commuted overtime) requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatric Surgery.

CENTRE: Inkosi Albert Luthuli Central Hospital - Durban

REQUIREMENTS: Qualification in the appropriate Health Science. Currently registered with the Health Professions Council of South Africa as a Paediatric Surgeon. Registrars who have completed their training may apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills, Training and Competency Required: - Basic Skills In Laparoscopic And Endoscopic Procedures. Appropriate Specialist Procedures and protocols within the field of paediatric surgery expertise. Sound knowledge of human resource management. Good communication, leadership, decision-making and clinical skills. Competence in undergraduate and postgraduate training. Basic computer literacy.

DUTIES: Incumbent to contribute to paediatric surgical services at IALCH. Participate in the delivery of 24-hour in-patient and out-patient paediatric surgical care within IALCH. Provide appropriate paediatric surgical care to patients in IALCH. Maintain the
effective and efficient utilization of human resources in respect of overseeing and supervising paediatric surgical staff in the execution of their duties. Training staff and promoting ongoing staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts. Assessing performance of paediatric staff. Accept responsibility for development and fulfillment of developmental objectives. Provide appropriate CPD activities within the employing institution and its referral centres. Institute quality assurance plans to maintain and improve paediatric surgical standards. Foster collaboration with other hospitals within the tertiary area to develop proper referral patterns. Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Participate in after hour services when required. Participate in both academic and clinical administrative activities. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES: Dr Mahomed H Sheik Gafoor, 031 2401579
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE: 08 December 2017
POST 47/79: MEDICAL SPECIALIST X1: CLINICAL HAEMATOLOGY SUBSPECIALITY TRAINING POST (2 YEARS FIXED TEM) REF NO.: MEDSPECHAEM/2/2017
Department: Clinical Haematology
SALARY: Grade 1: Medical Specialist R991 857 per annum all-inclusive salary package (excluding commuted overtime). Experience: No Experience required. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist Haematopathology or Internal Medicine.
Grade 2: Medical Specialist R1 134 069 pa all-inclusive salary package (excluding commuted overtime) Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Haematopathology or Internal Medicine.
Grade 3: Medical Specialist R1 316 136 pa all-inclusive salary package (excluding Commuted overtime) Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Haematopathology or Internal Medicine.
CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: MBChB or equivalent, FCPath(SA)Haem or equivalent Cert Clin(Haem)SA Current Registration with HPCSA as Specialist Haematopathology Knowledge, Skills, Training And Competencies: required Ability to work under stressful situations. Ability to teach and supervise junior staff. Middle Management Skills. Knowledge of the ethical and academic basics of research principles. Computer skills, ability to work with a team, cross cultural awareness, HR Management skills, good administrative, decision making and communication skills. Assist with the setting of protocols for management for adult haematology patients. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for the adult Clinical Haematology unit.
DUTIES: As this post is an appointment for sub-speciality training in Clinical Haematology, the applicant is required to undertake clinical and academic activities required for the completion of the certificate in Clinical Haematology. This will entail both training in clinical haematology as required by the training programme. To efficiently execute duties which support the aims and objectives of Department of Clinical Haematology. Daily ward rounds, attendance at specialist clinics and assisting with elective and medical procedures. Liaise with other Metropolitan Hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervise undergraduate and post graduate training. Participate in postgraduate and other relevant academic and training programmes. Provide support to the Head of Department in ensuring an efficient standard and patient care and service is maintained. Assess patient, plan, initiate and supervise medical care management. Coordinate clinical responsibilities with supervisor,
registrars, and medical officers as advised by the Head of Department. Perform regular clinical audits. To participate and contribute to the education, training, research and outreach activities of the Department of Clinical Haematology. Participate in both academic and clinical administrative duties. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES : Dr S Parasnath 031 2401904
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE : 08 December 2017
POST 47/80 : MEDICAL SPECIALIST X 1 REF NO.: Medspecpaed GI/1/2017
This is a Contract Post with Termination on the 31 October 2019
Department: Paediatric Medical Dept.

SALARY : Grade 1: Medical Specialist- R991 857 pa all-inclusive salary package (excluding commuted overtime). Experience: No Experience required Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of having obtained the Part II examinations of the CMSA. Registrars who have completed their requirements for Registrations as a Specialist Paediatrician and who are awaiting Registration or have completed registration with the HPCSA are also eligible. Requirements: MBChB; Registration with HPCSA as a Medical Specialist – Paediatrics. Current Registration with Health Professional Council of South Africa as a Medical Specialist in Pediatrics. Completion of the Part II of the FCPaed examination of the CMSA and training time will be an advantage.

Grade 2: Medical Specialist- R1 134 069 pa all-inclusive salary package (excluding commuted overtime). Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).

Grade 3: Medical Specialist- R1 316 136 pa all-inclusive salary package (excluding commuted overtime). Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Requirements: MBChB; Current registration as a Specialist in Paediatrics with the HPCSA. Advantage will be for registration in the sub-specialty Paediatric Gastroenterology. Knowledge, Skills, Training and Competencies: Broad Knowledge of Working in General Paediatrics and Ethics. Good Communication and Supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and Post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)
DUTIES : The core function of this post is the maintenance of Paediatric Gastro-enterology services. This includes the outpatient consultation and management services and the commissioning the beds at IALCH for the sub-specialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medical. The incumbent is expected to perform after hour’s calls and relief duties as determined by the Clinical HOD (Paediatric Medicine – IALCH). Participate in both academic and clinical administrative activities.

ENQUIRIES : Dr R Thejpal (Clin HOD Paediatric Medical) Tel 031 2401605
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE : 08 December 2017
POST 47/81

MEDICAL SPECIALIST – RADIOLOGY X1 POST REFE NO.: MedspecrRad/2/2017

Department: Radiology

SALARY

Grade 1: R991 857 p.a. (all-inclusive Salary package) excluding commuted overtime. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.

Grade 2: R1 134 069 p.a. (all-inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology).

Grade 3: R 1 316 136 p.a (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Specialist Radiologist. Requirements:

Knowledge, Skills, Training and Competencies: Ability to teach and supervise junior staff. Middle management skills. Research principles. Good administrative, leadership, decision making and communication skills. Computer Literacy.

CENTRE: Inkosi Albert Luthuli Central Hospital

DUTIES: Provide specialist radiology including mammography service to all departments at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of medical officers and registrars in radiology working in the department. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research. Participate in both academic and clinical administrative activities. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES: Dr K Amod Tel No. 031) 240 1960

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

CLOSING DATE: 08 December 2017

POST 47/82

MEDICAL SPECIALIST X 1 REF NO: Medspecrenal/1/2017

Department: Renal (Nephrology): Paired Training /Service Post At IALCH and Port Shepstone Hospital

SALARY

Specialist Grade I: R991 857 pa all-inclusive salary packages (excluding commuted overtime) requires appropriate qualification plus registration with Health Professions Council as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Specialist Grade II: R1 134 069 pa all-inclusive salary package (excluding commuted overtime) requires appropriate qualification and a minimum of 5 years post registration experience as a Specialist Physician. Specialist Grade III: R1 316 136 pa all-inclusive salary package (excluding commuted overtime) requires appropriate qualification and a minimum of 10 years post registration experience as a Specialist Physician. Candidates will be entitled to receive the necessary allowances while rotating through Ngwelezane and Port Shepstone Hospitals.

CENTRE: Durban Functional Region, and UGU District (4 year post)

REQUIREMENTS: MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting...
documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills, Training And Competency Required: Drivers Licence and own transport. An ability to teach and supervise registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge of the ethical and academic basics of research principles. In-depth knowledge of medical ethics and its application to nephrology.

**DUTIES**
Rotating post (1) between Inkosi Albert Luthuli Hospital and Port Shepstone Hospital. The rotation periods for the post will be at 6 monthly intervals between each hospital for a total of 4 years. Function as a Senior Registrar in the Nephrology department. To be actively involved at IALCH, and the Durban functional region in the operation of the unit for a period of 6 months in the year. Manage acute and chronic haemodialysis, peritoneal dialysis, transplantation, acute and chronic kidney disease. Supervise and manage medical officers, medical registrars and allied staff at IALCH. Participate in the academic programme in the Department of Medicine at Nelson R Mandela School of medicine, including student teaching and undergraduate exams while rotating at IALCH. Actively participate in the academic programme of the Department of Nephrology. Perform audits and be involved in the operational planning and research in the Department of Nephrology. Manage a medical firm during 6 monthly rotations at Port Shepstone Hospital. Supervision of medical registrars and medical officers. Participate in the academic programme, research and management of internal medicine at Port Shepstone. Act as a general physician with an interest in nephrology at Port Shepstone Hospital. Perform clinical outreach duties within UGu district while at Port Shepstone hospital. Develop a renal referral system for the surrounding districts. Participate in and supervise outpatient nephrology clinics, haemodialysis and peritoneal dialysis units. Work with a multidisciplinary renal team at Port Shepstone Hospital. The successful candidates are required to participate in after-hours overtime work during both rotations. Participate in both academic and clinical administrative activities.

**ENQUIRIES**
Prof A Assounga: Tel: 031-2401324/0312401325

**APPLICATIONS**
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**CLOSING DATE**
08 December 2017

**POST 47/83**: MEDICAL SPECIALIST – OBSTETRICS AND GYNAECOLOGY - UROGYNAECOLOGY (X1 POST) REF NO: Medspec O&G Urogynae/1/2017

**SALARY**
Grade 1: Medical Specialist: R 991 857.00 per annum all-inclusive salary package (Excluding commuted overtime) No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology.

Grade 2: Medical Specialist: R1 134 069.00 per annum all-inclusive salary package (excluding commuted overtime) Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Obstetrics and Gynaecology. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology.

Grade 3: Medical Specialist: R1 316 136.00 per annum all-inclusive salary package (excluding commuted overtime). Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist – Obstetrics and Gynaecology.

**CENTRE**
IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the HOD.

**REQUIREMENTS**
Specialist qualification in Obstetrics and Gynaecology. Registration with the Health Professions Council of South Africa as a Specialist in Obstetrics and Gynaecology. Prior experience in Urogynaecology will be an advantage.
Knowledge, Skills, Training and Competencies

Require Sound clinical knowledge and experience in Obstetrics and Gynaecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills

**DUTIES**

Control and management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation (overtime). Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Active participation in outreach to regional / district hospitals as delegated. Participate in the development and on-going provision of under- and post-graduate health personnel teaching, involved in student teaching, training and assessments. Be part of a multi-disciplinary team when deemed necessary.

**ENQUIRIES**

Prof HM Sebitloane - 031 2604390

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

**CLOSING DATE**

08 December 2017

**POST 47/84**

MEDICAL SPECIALIST - GYNAECOLOGY ONCOLOGY OR REPRODUCTIVE MEDICINE (X1 POST) REF NO: MedspecgynOnco/1/2017

Department: Obstetrics and Gynaecology

**SALARY**

**Grade 1**: Medical Specialist: R 991 857.00 per annum all-inclusive salary package (Excluding commuted overtime) No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology.

**Grade 2**: Medical Specialist: R1 134 069.00 per annum all-inclusive salary package (excluding commuted overtime) Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist - Obstetrics and Gynaecology. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology.

**Grade 3**: Medical Specialist: R1 316 136.00 per annum all-inclusive salary package (excluding commuted overtime). Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist - Obstetrics and Gynaecology.

**CENTRE**

Inkosi Albert Luthuli Central Hospital and rotations through the Durban Metropolitan Complex of hospitals as delegated by the HOD.

**REQUIREMENTS**

Specialist qualification in Obstetrics and Gynaecology. Registration with the Health Professions Council of South Africa as a Specialist in Obstetrics and Gynaecology. Prior experience in Oncology / reproductive medicine (infertility) will be an advantage. Knowledge, Skills, Training and Competencies Required Sound clinical knowledge and experience in Obstetrics and Gynaecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills

**DUTIES**

Control and management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation (overtime). Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Active participation in outreach to regional / district hospitals as delegated. Participate in the development and on-going provision of under- and post-graduate health personnel teaching, student teaching, training and assessments. Be part of a multi-disciplinary team when deemed necessary.

**ENQUIRIES**

Prof HM Sebitloane - 031-2604390

63
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

CLOSING DATE: 08 December 2017

OTHER POST

POST 47/85: MEDICAL OFFICER GRADE UROLOGY 1, 2, 3: REF NO: M/O 01/2017

SALARY: R736 425, - R1221723. All-inclusive package plus Commuted Overtime.

CENTRE: St Aidans Regional Hospital

REQUIREMENTS: GRADE 1: Appropriate qualification in Health Science-MBChB Registration with HPCSA as a Medical Officer Foreign candidate require 1 year relevant experience after registration with recognized foreign health professional council, of whom is not required to perform Community Service, as required in South Africa GRADE 2: Appropriate qualification in Health Science-MBChB Registration with HPCSA a Medical Officer 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. (Certificate of service must be attached) Foreign candidates requires 6 years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. GRADE 3: Appropriate qualification in Health Science-MBChB 10 years registration experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. (Certificate of service must be attached). Foreign candidates requires 11 years appropriate relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: At least 3 years’ experience in Urology will be an advantage Knowledge, Skills, Training and Competencies Required: Ability to assist the urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting. Good communication skills. Good interpersonal skills.

DUTIES: Provide appropriate medical care to all urological patients. Assist in teaching undergraduate students. Attend all academic activities and teaching/training sessions in the Department. Perform of after-hours duties. Be part of multi-disciplinary team when deemed necessary.

ENQUIRIES: DR D. Batuule (Acting Head Clinical Unit) Tel No: (031)314 2200

APPLICATIONS: All applications should be forwarded to: The Acting Chief Executive Officer St Aidans Regional Hospital, P.O. Box 547, Durban, 4000

FOR ATTENTION: Human Resource Department

NOTE: Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver’s License (not copies of previous certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applications. Faxed and e-mailed applications will not be accepted. Persons with Disabilities should feel free to apply for the post. The appointments are subject to Positive outcomes obtained from the State Security Agency (SSA), to the following Checks (security clearance (vetting), criminal clearance, credit records, and citizenship), Verification of Educational Qualifications by SAQA, verification of previous experience From Employers and verification from the Company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA citizens/Permanent Residents/ Work Permit Holders must submit documentary proof together with their applications. All employees in the public Service that are presently on the same salary level but on a Notch/package above of the advertised post are free to apply.
CLOSING DATE : 08 December 2017
PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

APPLICANTS: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

FOR ATTENTION: Mr. G Mathebula, HR Provisioning.

CLOSING DATE: 07 December 2017

NOTE: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver’s license where required. Please note that a passport or driver’s license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

OTHER POSTS

POST 47/86: ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING K13/189

SALARY: R637 875 per annum
CENTRE: Head Office, Nelspruit
REQUIREMENTS: Degree in Engineering, Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years’ relevant post-qualification (after completing qualification) experience. Computer literate.

DUTIES: Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installation.

ENQUIRIES: Ms GS Sogayise, Tel (013) 766 5645

POST 47/87: ENGINEER PRODUCTION GRADE A (ELECTRICAL): PROJECTS IMPLEMENTATION K13/190

SALARY: R637 875 per annum
CENTRE: Head Office, Nelspruit
**REQUIREMENTS**: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years’ relevant post-qualification (after completing qualification)

**DUTIES**: Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Mana

**ENQUIRIES**: Ms TMN Maribe, Tel (013) 766 5274

**POST 47/88**: ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING K13/191

**SALARY**: R637 875 per annum

**CENTRE**: Head Office, Nelspruit

**REQUIREMENTS**: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years’ relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid

**DUTIES**: Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installatio

**ENQUIRIES**: Ms GS Sogayise, Tel (013) 766 5645

**POST 47/89**: ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION K13/192

**SALARY**: R549 639 per annum

**CENTRE**: Head Office, Nelspruit

**REQUIREMENTS**: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years’ relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid

**DUTIES**: Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare projec

**ENQUIRIES**: Ms TMN Maribe, Tel (013) 766 5274

**POST 47/90**: ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE K13/193

**SALARY**: R549 639 per annum

**CENTRE**: Head Office, Nelspruit

**REQUIREMENTS**: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years’ relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid

**DUTIES**: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and project

**ENQUIRIES**: Ms TMN Maribe, Tel (013) 766 5274

**POST 47/91**: CHIEF WORKS INSPECTOR: WORKS INSPECTIONS K13/194

**SALARY**: R281 418 per annum

**CENTRE**: Head Office, Nelspruit

**REQUIREMENTS**: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years’ relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver’s licen
**DUTIES**: Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects.

**ENQUIRIES**: Ms TMN Maribe, Tel (013) 766 5274

**POST 47/92**: CHIEF WORKS INSPECTOR: WORKS INSPECTIONS K13/195

**SALARY**: R281 418 per annum

**CENTRE**: Nkangala District Office, KwaMhlanga

**REQUIREMENTS**: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years’ relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

**DUTIES**: Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects.

**ENQUIRIES**: Ms M Masilela, Tel (013) 947 1816

**POST 47/93**: WORKS INSPECTOR: WORKS INSPECTIONS K13/196

**SALARY**: R183 558 per annum

**CENTRE**: Head Office, Nelspruit

**REQUIREMENTS**: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years’ relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

**DUTIES**: Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects.

**ENQUIRIES**: Ms TMN Maribe, Tel (013) 766 5274

**POST 47/94**: WORKS INSPECTOR: WORKS INSPECTIONS K13/197

**SALARY**: R183 558 per annum

**CENTRE**: Ehlanzeni District Office, Kanyamazane

**REQUIREMENTS**: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years’ relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

**DUTIES**: Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects.

**ENQUIRIES**: Ms JT Dlamini, Tel (013) 766 0508

**POST 47/95**: WORKS INSPECTOR: WORKS INSPECTIONS K13/198

**SALARY**: R183 558 per annum

**CENTRE**: Bohlabela District Office, Bushbuckridge

**REQUIREMENTS**: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years’ relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

**DUTIES**: Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects.

**ENQUIRIES**: Mr TZ Magoane, Tel (013) 766 7410
ANNEXURE O

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

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

APPLICATIONS: The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Gaabomotho Convention Centre and Broadcasting Centre,

FOR ATTENTION: Director: Administrative Support Services.

CLOSING DATE: 04 December 2017 16H30

NOTE: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correpondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

POST 47/96: CHIEF DIRECTOR: TRADITIONAL AFFAIRS REF NO: 2017/CATA53/NW

SALARY: R1 127 334 all inclusive salary package per annum (Salary Scale: R1 127 334 – 1 347 879) (Level 14)

CENTRE: Mmabatho

REQUIREMENTS: An appropriate recognised 3 year post-matriculation qualification (NQF level7) as recognised by SAQA in Public Management. At least five (5) years’ experience at Senior Management level. Extensive post-qualification experience in the area of traditional leadership affairs is highly recommended. Excellent knowledge of the institution of traditional leadership and its affairs. Sound knowledge of Government policies, legislation and intergovernmental relations. Financial management skills. Strategic capability and leadership abilities. People management and empowerment abilities. Change management skills. Sound managerial and administrative skills. Good facilitation and presentation skills. Advanced computer literacy. Valid driver’s licence.

DUTIES: Provide integrated support services to the House of Traditional Leadership and Traditional Councils. Ensure the effective participation of Traditional Councils in Local Governance. Ensure the just and fair process of succession. Provide strategic leadership to the house of Traditional leadership. Ensure that effective and efficient support is provided to Traditional Leader. Manage and coordinate the financial, human resources and assets of the Chief Directorate. Ensure strategic and operational planning in the Chief Directorate

ENQUIRIES: Mr T Mpuisa, 018 3882739
Applications; quoting the relevant reference, should be forwarded as follows: The Director - Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho, 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Road, Mmabatho.

FOR ATTENTION: Ms T Lentsokwane.

CLOSING DATE: 01 December 2017

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department and be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric certificate must also be attached), ID document and driver’s licence. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. This Department is an Equal Opportunity; Affirmative Action Employer Short-listed candidates may be subjected to security clearance, competency assessment and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The successful candidate will be required to enter into a performance agreement and to undergo a competency assessment. The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 47/97: DEPUTY DIRECTOR – CORPORATE SERVICES REF.:NWREAD 01/11/17

Directorate – Ngaka Modiri Molema District Services

SALARY: R657 558 per annum (all-inclusive salary package) (Level 11)

CENTRE: Ngaka Modiri Molema District Services Office

REQUIREMENTS: A Bachelors’ Degree/National Diploma in Commerce. Accounting or equivalent. Knowledge and experience in Financial Accounting. Budgeting. Supply Chain Management and Human Resource Management. Knowledge of applicable prescripts governing the Public service. A minimum of 5 years’ relevant working experience, of which 3 must be at a managerial level in all or any two of the following functions. Supply Chain Management Finance and Human Resource Management. Good communication and listening skills. Project management skills. Computer literacy (MS Word, MS Excel, MS Power-Point). A valid driver’s license.


ENQUIRIES: Mr K Mabiletsa, Tel: (018) 384 1369
Applications can be forwarded to the District Director Ngaka Modiri Molema District Services, Private Bag x106 Mmabatho, 2735.

For attention: Ms D Mmusi.

Post 47/98: Deputy Director – Rural Development Planning and Coordination

Salary: R657 558 per annum (all-inclusive salary package) (Level 11)

Centre: Mahikeng - Head Office

Requirements:
A Bachelors’ Degree/National Diploma in Community Development/Rural Development/Developmental Studies. A minimum of 5 years’ relevant working experience, of which 3 must be at a managerial level. Project Management problem solving skills. Extensive knowledge on theories and systems, attitudes and values in community development to guide employees on its application. Computer literacy. Valid driver license.

Duties:
Manage the identification, facilitation and implementation of integrated rural development interventions in partnership with the communities and other relevant stakeholders through the efficient, effective and economical utilisation of resources. Monitor, interpret and review legislation and policies in compliance with requirements. Develop/review proposals to amend/maintain the relevant acts and policies. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research. Overall management and accountability of the sub-directorate which includes human, financial and physical resources.

Enquiries: Mr T Molema, tel: (018) 389 5944

Post 47/99: Deputy Director – Sustainable Resource Management

Salary: R657 558 per annum (all-inclusive salary package) (Level 11)

Centre: Mahikeng - Head Office

Requirements:

Duties:
Lead a multi-disciplinary team of Agricultural scientist and technicians to carry out natural resource identification and utilization. Responsible for the professional management of Agricultural land use planning, land use management, resource planning, conservation and GIS. Oversee development of farm plans and Agro ecosystems. Compilation of reports. Oversee implementation of agricultural policy in the province. Overall management and accountability of the sub-directorate which includes human, financial and physical resources.

Enquiries: Mr W Mmutle, tel: (018) 389 5985

Post 47/100: Deputy Director – Infrastructure Development

Salary: R657 558 per annum (all-inclusive salary package) (Level 11)

Centre: Mahikeng - Head Office

Requirements:
A Bachelors’ Degree/National Diploma in Public Management/ Business Management. A minimum of 5 years’ relevant post qualifications working experience, of which 3 must be at a Managerial level. A post graduate qualification in Public Management. Business Management or related studies will be an added advantage. Knowledge of Public Sector infrastructure development governance.
and management frameworks. Broader understanding of Provincial and national
policies and prescripts related to infrastructure development. Good negotiation
skills. Interpersonal and Organisational skills. Programme and Project
Management skills. Good verbal and written communication skills. Computer
literacy Ability to work under pressure and meet deadlines.

**DUTIES**

- Manage departmental infrastructure development services. Manage the
  implementation of infrastructure programmes and projects. Align infrastructure
  planning with various departmental plans. Monitor all facets infrastructure project
  planning and project implementation. Records keeping of infrastructure for
  planning and reporting purposes and prepare infrastructure development progress
  reports. Resolve all auditor general queries, findings in terms of planning/reporting
documentation related to infrastructure development. Provide and facilitate
infrastructure developmental monitoring and evaluation, review and reporting.

**ENQUIRIES**

Mr M Matlhabe, tel: (018) 389 5058

**POST 47/101**

**DEPUTY DIRECTOR – SECURITY SERVICES REF.NO NWREAD 06/11/17**

Sub Directorate: Security Services

**SALARY**

R657 558 per annum (all-inclusive salary package) (Level 11))

**CENTRE**

Mahikeng - Head Office

**REQUIREMENTS**

- A Bachelors’ Degree/National Diploma or equivalent qualification in Security
  Management. Knowledge of applicable prescripts governing Security
  Management the Public service. A minimum of 5 years' relevant working
  experience, of which 3 must be at a managerial level. Knowledge of information
  and physical Security Management. Ability to manage conflict situations
  effectively. Good communication skills (verbal and written) Project Management
  skills. Good interpersonal skills. Computer literacy (MS Word, MS Excel, MS
  Power-Point). A valid driver’s licence.

**DUTIES**

- Manage the rendering of security services (personnel, documents, physical,
  communication and computer security). Draft internal security policies and
  minimum information security standards. Identify and address risks and threats to
  the security of the Department. Organise and oversee the management of records
  (electronic and physical) of the Department. Monitor and evaluate adherence and
  compliance t security measure • Liaise regularly with State Security Agency.
  Overall management and accountability of the sub-directorate which includes
  human, financial and physical resources.

**ENQUIRIES**

Ms KO Nyezi, Tel: (018) 389 5532/5062

**POST 47/102**

**ASSISTANT DIRECTOR - INFRASTRUCTURE DEVELOPMENT REF.NO NWREAD 05/11/17**

Directorate – Infrastructure Development

**SALARY**

R334 545 per annum (Level 09))

**CENTRE**

Mahikeng - Head Office

**REQUIREMENTS**

- A Bachelors’ Degree/National Diploma in Public Management/ Business
  Management. A minimum of 2-3 years' relevant post qualifications working
  experience. Knowledge of Public Sector infrastructure development governance
  and management frameworks. Programme and Project Management skills. Good
  interpersonal. Verbal and written communication skills. Ability to work under
  pressure and meet deadlines. Computer literacy. Valid driver’s licence.

**DUTIES**

- Assist in the management and implementation of infrastructure development
  programmes and projects. Draft infrastructure development plans and reporting
  documentation. Undertakes field inspections of projects for verification of
  implementation status. Provide assistance with infrastructure developmental
  monitoring and evaluation, review and reporting

**ENQUIRIES**

Mr M Matlhabe, Tel: (018) 389 5058
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

MANAGEMENT ECHELON

POST 47/103 : HEAD CLINICAL UNIT (ENDOCRINOLOGY)

SALARY : R1 550 331 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the Stellenbosch University-FMHS)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Endocrinology. Registration: Registration with the HPCSA as a Medical Specialist in Endocrinology. Experience: A minimum of 3 years’ appropriate experience after registration with the HPCSA as Medical Specialist in Endocrinology. Inherent requirements of the job: Availability to work afterhours. Competencies (knowledge/skills): Ability to effectively function as a senior specialist managing staff in the wards, clinics and operate within the Departmental organisation and rules. Knowledge of Endocrinology at the level of Head of Clinical Unit. Dedication to patient care and to maintain professional integrity. Ability to function well within a team and the Department. Effective communication with all categories of staff as well as students and active participation in under- and post-graduate teaching and training programmes. Participation in delegated administrative functions. Ability to keep neat and complete records. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide Patient Care at the standards required of a Specialist Endocrinologist at level of HOCC in Endocrinology. Teach and lecture Endocrinology and Metabolic diseases to undergraduate, postgraduate students and peers and evaluation of students and peers. Staying abreast of latest developments in Endocrinology and Metabolic diseases. Managing the Hospital and University related managerial tasks and people management. Research related to Endocrinology and Metabolic diseases, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty registration and publishing in peer reviewed and accredited journals.

ENQUIRIES : Prof M R Moosa, tel. no. (021) 938-9044 or Dr R Mistry, tel. no. (021) 938-6267

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 08 December 2017

POST 47/104 : MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)

Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 991 857 per annum
Grade 2: R 1 134 069 per annum
Grade 3: R 1 316 136 per annum

(A portion of the package can be structured according to the individual’s personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : George Hospital

REQUIREMENTS : Requirements Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA)
as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after hours. Valid SA driver’s (Code B/EB) licence. Competencies (knowledge and skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Computer literacy mandatory. Note: No payment of any kind is required when applying for this post. 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

DUTIES:
(key result areas/outputs): Render an efficient and cost-effective Obstetrics and Gynaecology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with Effective and efficient administration of the Obstetrics and Gynaecology Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Ability to perform basic laparoscopic surgery. Assist the Head of the department with Antibiotic stewardship. Effective and efficient training of clinical staff, including elective students.

ENQUIRIES:
Dr ZN North, tel.no. (044) 802-4535

APPLICATIONS:
To the Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION:
Ms D Kaars

CLOSING DATE:
08 December 2017

OTHER POSTS

POST 47/105:
ASSISTANT MANAGER NURSING (SPECIALTY: ONCOLOGY OR ADVANCED PSYCHIATRY)

SALARY:
R546 315 (PN-B4) per annum

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (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 either Medical and Surgical Nursing Science: Oncology or Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office suite). In-depth knowledge and understanding of nursing legislation, related legal and ethical
practices, guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently.

**DUTIES**

Key result areas/outputs: Provide innovative leadership in the allocated area (Medical Pavilion, inclusive for Radiation Oncology, Psychiatry, Paediatrics and General Medical wards), to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centred care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of Nursing care, as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES

Mr A Mohamed, tel. no. (021) 404-2071

APPLICATIONS

The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION

Ms N Mbilini

CLOSING DATE

08 December 2017

POST 47/106

**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**

Cape Winelands Health District

**SALARY**

R394 665 (PN-An) per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)

**CENTRE**

Ceres Hospital, Ceres

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts, overtime and on weekends as required. Competencies (knowledge/skills): Decision making, change management, problem solving and Leadership and Governance skills. Knowledge of the current applicable requirements for the maintaining of quality standards and Computer literacy. Proven sound interpersonal and management skills and/or management qualification. Expertise or experience in Quality Assurance and Infection and Prevention Control strategies in health. Note: No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.

**DUTIES**

(key result areas/outputs): Responsible for the management, coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice, nursing standards, including ethical and professional principles. Manage the utilisation and supervision of resources effectively. Coordinate the provision of effective training, research, maintaining professional growth/ethical standards and self-development. Provide effective support to nursing services, people management of the staff at the facility, including HR and Labour. Ensure the execution of the comprehensive Quality assurance package at the facility. Collect, collate and monitor monthly data and communicate with different role players.

ENQUIRIES

Ms R Neethling, tel. no. (023) 316-9604

APPLICATIONS

The District Director: Cape Winelands Health District, Private Bag X3079, Worcester, 6849.

FOR ATTENTION

Ms J Salie

CLOSING DATE

08 December 2017

POST 47/107

**PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WELLNESS)**

Eden District

**SALARY**

Grade 1: R 226 083 (PN-A2) per annum, Grade 2: R 278 052 (PN-A3) per annum, Grade 3: R 340 431 (PN-A4) per annum

**CENTRE**

Kwanokuthula CDC, Knysna/Plettenberg District
**REQUIREMENTS**

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. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report writing. Note: No payment of any kind is required when applying for this post. “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: Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Coordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering which address burden of disease (self-management). Support, monitoring and evaluation of health data.

**ENQUIRIES**

Ms K Lucas, tel. no. (023) 348-8100

**APPLICATIONS**

The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849

**FOR ATTENTION**

Ms JB Salie

**CLOSING DATE**

15 December 2017
POST 47/109 : ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)
Eden District

SALARY : Grade A: R 167 778 per annum
          Grade B: R 197 631 per annum
          Grade C: R 230 721 per annum

CENTRE : Beaufort West Primary Health Care

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
                 Grade A: No experience required. Grade B: At least 16 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night and standby duties. Valid (Code B/EB) driver’s licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, steam boilers, refrigeration systems and other hospital equipment. Good electrical, welding and plumbing skills and knowledge and willingness to perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape. 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: Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman Aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr F H du Toit, tel. no. (023) 414-8235

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George. 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 08 December 2017

POST 47/110 : ADMINISTRATION CLERK: FINANCE (2 POSTS)

SALARY : R152 862 per annum

CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Provincial Government Finance. Inherent requirement of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness. Competencies (knowledge/skills): Knowledge and understanding of LOGIS and/or BAS. Knowledge of Finance and Treasury Regulations and Instructions. Knowledge of Supply Chain Management. Knowledge of the Accounting Officers System. Computer literacy LOGIS and MS Office (MS Word, MS Excel). Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

DUTIES : Key result areas/outputs: Render an effective and efficient sundry creditors payment function. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Effective reconciliation of monthly supplier statements. Render an effective and efficient verifying and pre-authorising function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts.
Effective handling of computer systems such as LOGIS and/or BAS. Filing and safekeeping of documents.

ENQUIRIES : Ms P Sitonga, tel. no. (021) 658-5194
APPLICATIONS : To the Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 15 December 2017

POST 47/111 : ADMINISTRATION CLERK: FINANCE/ADMINISTRATION

SALARY : R152 862 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in a Fees-related environment. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

DUTIES : (key result areas/outputs): Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties/enquiries including filing. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Cover for colleagues and undertake various other clerical duties as and when required.

ENQUIRIES : Ms N Jaftha, tel.no. (021) 658-5286
APPLICATIONS : To the Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 15 December 2017

POST 47/112 : ADMINISTRATION CLERK: SUPPORT

Eden District

SALARY : R152 862 per annum
CENTRE : Mossel Bay Sub-District (Primary Health Care Support)
REQUIREMENTS : Minimum educational qualification: Grade 12 /Senior Certificate. Experience: Appropriate experience in office administration. Appropriate clerical experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good verbal, written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to follow through instructions independently. Computer literacy (MS Office, Word, Excel, PowerPoint). Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a computer literacy test.

DUTIES : (key result areas/outputs): Maintain the effective and efficient general office administration and ad-hoc duties. Maintain effective filling systems. Assist with ordering and maintaining of stock levels, equipment and assets. Daily, monthly and quarterly reporting. Assist with Ideal Clinic standards implementation. Provide administrative support to the Operational Manager Nursing and clinical programme Managers. Engage with public request and patient complaints.

ENQUIRIES : Ms MS Manuel, tel.no. (044) 604-6106
APPLICATIONS : To the Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 15 December 2017
POST 47/113: PRINCIPAL FOOD SERVICES SUPERVISOR
Eden District

SALARY: R152 862 per annum
CENTRE: Knysna Hospital
REQUIREMENTS:

Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing.
CVs should address experience and knowledge extensively with regard to duties above.

DUTIES:
(key result areas/outputs): Responsible for food services management systems (LOGIS). Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and supplies. Control and maintain adequate levels of hygiene, safety and security in the kitchen.

ENQUIRIES:
Mr DW Matthee, tel.no. (044) 302-8406
APPLICATIONS:
To the Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 15 December 2017
POST 47/114:
FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2
Chief Directorate: General Specialist and Emergency Services

SALARY:
Grade 1: R 148 221 per annum
Grade 2: R 174 591 per annum
CENTRE:
Forensic Pathology Laboratory, Mossel Bay
REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with having achieved Mathematics, Life Science/Biology and English as passed subjects. Experience: Grade 1: None. Grade 2: 10 year’s appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Required to wear a uniform. No criminal record. Required to work alone and travel for long periods of time. Will be required to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: Shortlisted candidates may be subjected to a psychometric test and a security clearance prior to appointment. No payment of any kind is required when applying for this post. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

DUTIES:
Key result areas/outputs: Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic
ENQUIRIES : Mr C Huishamen, tel. no. (044) 690-3105
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION : Mr B Wepener
CLOSING DATE : 15 December 2017

POST 47/115 : FOOD SERVICES AID
West Coast District

SALARY : R90 234 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Requirements. Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in food service environment, cooking and kitchen cleaning. Inherent requirements of the job: Work shifts and overtime which include weekends and public holidays. Must be physically fit to operate heavy duty cleaning equipment and handle heavy cooking equipment. Competencies (knowledge and skills): Knowledge of hygiene, occupational health, HACCP and safety principals. 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): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Ms NW Smit, tel.no. (022) 921-2153
APPLICATIONS : To the Medical Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7300.
FOR ATTENTION : Ms N Smit
CLOSING DATE : 15 December 2017

POST 47/116 : FOOD SERVICES AID
Overberg District

SALARY : R90 234 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape (Afrikaans, Xhosa and English). Knowledge of Occupational Health and Safety Act and protocol with regards to nutrition. Sound interpersonal and communication skills. Ability to handle industrial equipment. Note: No payment of any kind will be required when applying for this post.

DUTIES : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Assist to prepare normal and special diets. Clean all areas, utensils and equipment in the Food Service Unit. Temperature control for food. Maintain general hygiene in the Food Service Unit and other delegated areas. Follow rules of hygiene when using equipment and report of broken equipment. Use precautionary measures with the use of equipment.

ENQUIRIES : Ms N Fudu, tel. no. (028) 212-1070
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 15 December 2017
POST 47/117 : GROUNDSMAN
Eden District

SALARY : R83 766 per annum
CENTRE : Laingsburg Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in gardening and minor repairs. Inherent requirements of the job: General good health, strong enough to lift up heavy objects, stay on feet for the entire day and perform standby duties. Ability to continue with duties, despite extreme weather conditions. Ability to operate gardening equipment, machinery, handle and maintain tools. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Able to function in a group and individually. Good organisational skills. Note: All candidates will be subjected to a test to establish suitability. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Maintain grounds and garden. Clean and do maintenance tasks. Manage and remove waste, rubble and refuse. Perform small day to day maintenance and repairs, including Medical Gas/Back-up Generator. Driver-ad hoc.

ENQUIRIES : Ms C Bothma, tel. no. (023) 551-1237
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 15 December 2017