PUBLIC SERVICE VACANCY CIRCULAR
PUBLICATION NO 48 OF 2017
DATE ISSUED: 01 DECEMBER 2017

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.

AMENDMENT: NORTH WEST ADMINISTRATION-OFFICE OF THE PREMIER: Kindly note
that the post of Assistant Director: Service Delivery Monitoring & Intervention,
REF: NWOoP/11/01 which was advertised in the Public Service Vacancy
Circular No.44 dated 03 November 2017 with a closing date of 17 November
2017 has been withdrawn
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#### PROVINCIAL ADMINISTRATIONS

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NOTE: The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months ito the prescribed rules.

OTHER POSTS

POST 48/01: CAMERAMAN, REF: DCC/37/17

SALARY: R226 611 per annum. (Level 7)

CENTRE: Defence Corporation Communication, Erasmuskloof, Pretoria.

REQUIREMENTS: A minimum of Grade 12 or equivalent. Appropriate experience as a photographer and/or camera assistant field will be an advantage. Special requirements (skills needed): Basic digital editing and sound principles. Knowledge of the Audio Visual Production process. Good knowledge of video editing principles. Computer literate (MS Word, MS PowerPoint, MS Excel, Final Cut Pro) and good camera techniques. Analytical, photographic and facilitation skills. A Good communication skills (verbal and written). Good interpersonal and problem solving skills. The successful candidate will be expected to work after-hours and on weekends when necessary.

DUTIES: Keep and update video material (clips) for the archives. Ensure good sound quality and lighting on productions and recordings. Video shoot news and other material as required for productions. Maintain equipment and report faults accordingly. Edit and label videos/video material as required for programs. Direct and edit programs/productions when required. Deliver documentation (scripts/shooting text/photos/précis) to designated manager upon completion of editing and adhere to deadlines. Obtain information (proforma/media release) and do the final mixing. Conduct studio work and outside broadcast camera work, as well as setting up equipment during such recordings/shoots. Timeously distribute material/program to the Head Office on operation.

ENQUIRIES: FSgt S.L.L. Mafanya, Tel: (012) 355 6322 / 6345.

APPLICATIONS: Department of Defence, Defence Corporate Communication, Private Bag X161, Pretoria 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.

NOTE: Applications received after the closing date and faxed copies will not be considered.

CLOSING DATE: 29 December 2017
POST 48/02: DRIVER, REF: DLS/39/17/01

SALARY: R127 851 per annum. (Level 4)
CENTRE: Defence Legal Services Division, Pretoria.
REQUIREMENTS: A minimum of Grade 10 (NQF Level 2). A valid B drivers’ license (Code 08) or above. At least five (5) years driving experience. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.
DUTIES: Transport and ensure safety of passengers/mail for the Defence Legal Services Division. Ensure effective utilization and maintenance of allocated vehicle(s). Utilise the vehicle according to relevant prescripts. Keep meticulous record of trips. Render logistical support/courier service to the division. Conduct first and last parades on vehicles. Keep records of documents collected and delivered. After hours transportation of Defence Legal Services Division Senior Officers may be required.
ENQUIRIES: Lt Col. E.T. Segoatle, Tel: 012 355 5334 / 5383
APPLICATIONS: Department of Defence, Defence Legal Services, Private Bag X161, Pretoria 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.
NOTE: Applications received after the closing date and faxed copies will not be considered
CLOSING DATE: 26 January 2018

POST 48/03: MESSENGER, REF: DLS/39/17/02

SALARY: R107 886 per annum. (Level 3)
CENTRE: Defence Legal Services Division, Pretoria.
REQUIREMENTS: A minimum of Grade 10 (NQF Level 2). A valid B drivers’ license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.
DUTIES: Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.
ENQUIRIES: Lt Col. E.T. Segoatle, Tel: 012 355 5334 / 5383.
APPLICATIONS: Department of Defence, Defence Legal Services, Private Bag X161, Pretoria 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.
NOTE: Applications received after the closing date and faxed copies will not be considered
CLOSING DATE: 26 January 2018

POST 48/04: FOOD SERVICE AID II (2 POSTS), REF: SAAF/34/17/03

SALARY: R90 234 per annum. (Level 2)
CENTRE: 68 Air School, Pretoria.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
ENQUIRIES: WO1 M.G. Wakahab, Tel: (012) 672 5048.
APPLICATIONS: Department of Defence, 68 Air School, P.O. Box 15088, Lyttelton 0140 or may be hand delivered at 68 Air School, Trichardt Road, Lyttelton, 0140.
NOTE: Applications received after the closing date and faxed copies will not be considered
CLOSING DATE: 15 December 2017
POST 48/05 : FOOD SERVICE AID II (2 POSTS), REF: SAAF/34/17/04

SALARY : R90 234 per annum (Level 2)
CENTRE : Air Force Base Waterkloof, Pretoria.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
ENQUIRIES : CO W.L. Maswanganyi, Tel: (012) 672 3064/3.
APPLICATIONS : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Air Force Base Waterkloof, Solomon Mahlangu Drive / Trichardt Road, Lyttleton, 0140.
NOTE : Applications received after the closing date and faxed copies will not be considered
CLOSING DATE : 15 December 2017

POST 48/06 : FOOD SERVICE AID II (4 POSTS), REF: SAAF/34/17/05

SALARY : R90 234 per annum. (Level 2)
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
ENQUIRIES : Lt Col S.M. Sibiya, Tel: (012) 351 2564 / 2613.Capt T.N. Qwakele, Tel: (012) 351 2773.
APPLICATIONS : Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or may be hand delivered at Trichardt Road, Valhalla, 0137.
NOTE : Applications received after the closing date and faxed copies will not be considered
CLOSING DATE : 15 December 2017

POST 48/07 : FOOD SERVICE AID II, REF: SAAF/34/17/06

SALARY : R90 234 per annum (Level 2)
CENTRE : Air Force Base Bloemspruit, Free State.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
ENQUIRIES: WO2 M.P. Mosedi, Tel: (051) 405 6310 / 6316 / 6329.
APPLICATIONS: Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364 or may be hand delivered at Air Force Base Bloemspruit, Masselpoort Road, 9364.
NOTE: Applications received after the closing date and faxed copies will not be considered.
CLOSING DATE: 15 December 2017
POST 48/08: FOOD SERVICE AID II, REF: SAAF/34/17/07
SALARY: R90 234 per annum (Level 2)
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
ENQUIRIES: WO2 C. de Lange, Tel: (012) 351 5148.
APPLICATIONS: Department of Defence, South African Air Force College, Private Bag X1008, Thaba Tshwane 0143 or may be hand delivered at SA Air Force College, Johan Kock Street, Thaba Tshwane, 0143.
NOTE: Applications received after the closing date and faxed copies will not be considered.
CLOSING DATE: 15 December 2017
POST 48/09: GENERAL STORE ASSISTANT, REF: SAAF/34/17/08
SALARY: R90 234 per annum. (Level 2)
CENTRE: 10 Air Depot, Pretoria.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES: Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment is received correctly and in good condition. Must be able to complete register for equipment received and issued. Ensure that the description of equipment is the same as the equipment being issued. Execute all ad hoc store tasks as issued by order.
ENQUIRIES: Capt D.J. Daffue, Tel: (012) 684 2227 / 2868.
APPLICATIONS: Department of Defence, 10 Air Depot, Private Bag X1032, Thaba Tshwane 0143 or may be hand delivered at 10 Air Depot, Van Riebeek and Paul Kruger, Thaba Tshwane, 0143.
NOTE: Applications received after the closing date and faxed copies will not be considered.
CLOSING DATE: 15 December 2017
POST 48/10: CLEANER II (2 POSTS), REF: SAAF/34/17/09
SALARY: R90 234 per annum. (Level 2)
CENTRE: Air Force Base Waterkloof, Pretoria.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: CO W.L. Maswanganyi, Tel: (012) 672 3064/3
APPLICATIONS: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Air Force Base Waterkloof, Solomon Mahlangu Drive/ Trichardt Road, Lyttelton, 0140.
NOTE: Applications received after the closing date and faxed copies will not be considered.

CLOSING DATE: 15 December 2017

POST 48/11: CLEANER II, REF: SAAF/34/17/10

SALARY: R90 234 per annum. (Level 2)

CENTRE: Air Force Base Ysterplaat, Western Cape.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES: WO1 B.A. Jeffe, Tel: (021) 508 6768.

APPLICATIONS: Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425 or may be hand delivered at Air Force Base Ysterplaat, Piet Grobelaar Street, 7425.

NOTE: Applications received after the closing date and faxed copies will not be considered.

CLOSING DATE: 15 December 2017

POST 48/12: GROUNDSMAN II (2 POSTS), REF: SAAF/34/17/11

SALARY: Level 2 (R90 234 per annum).

CENTRE: Air Force Base Makhado, Limpopo.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: WO2 M.J. Mongwe, Tel: (015) 577 2007.

APPLICATIONS: Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920 or may be hand delivered at Air Force Base Makhado, Koedoe Road, 0920.

NOTE: Applications received after the closing date and faxed copies will not be considered.

CLOSING DATE: 15 December 2017

POST 48/13: GROUNDSMAN II (3 POSTS), REF: SAAF/34/17/12

SALARY: R90 234 per annum (Level 2)

CENTRE: Air Force Base Durban, Kwazulu Natal.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: WO1 P. Thangavalu, Tel: (031) 450 4821. Capt B.M. Lekgokgola, Tel: (012) 450 4883.

APPLICATIONS: Department of Defence, Air Force Base Durban, P.O. Box 1120, Amanzimtoti 4125 or may be hand delivered at Air Force Base Durban next to Old Durban Airport, Isipingo 1120.

NOTE: Applications received after the closing date and faxed copies will not be considered.

CLOSING DATE: 15 December 2017

POST 48/14: GROUNDSMAN II (3 POSTS), REF: SAAF/34/17/13

SALARY: R90 234 per annum. (Level 2)

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: Mr J. Mapaila, Tel: (015) 799 2826. Capt P. Mona, Tel: (015) 799 2924. FSgt A.M. Hlungwane, Tel: (015) 799 2931

APPLICATIONS: Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380 or may be hand delivered at Air Force Base Hoedspruit, Military Road,1380.

NOTE: Applications received after the closing date and faxed copies will not be considered

CLOSING DATE: 15 December 2017

POST 48/15: GROUNDSMAN II (7 POSTS), REF: SAAF/34/17/14

SALARY: R90 234 per annum. (Level 2)

CENTRE: Air Force Base Waterkloof, Pretoria.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: CO W.L. Maswanganyi, Tel: (012) 672 3064/3.

APPLICATIONS: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Air Force Base Waterkloof, Solomon Mahlangu Drive / Trichardt Road, Lyttleton, 0140.

NOTE: Applications received after the closing date and faxed copies will not be considered

CLOSING DATE: 15 December 2017

POST 48/16: GROUNDSMAN II (3 POSTS), REF: SAAF/34/17/15

SALARY: R90 234 per annum. (Level 2)


REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: Lt Col S.M. Sibiya, Tel: (012) 351 2564 / 2613. Capt T.N. Qwakele, Tel: (012) 351 2773.

APPLICATIONS: Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or may be hand delivered at Trichardt Road, Valhalla, 0137.

CLOSING DATE: 15 December 2017

POST 48/17: GROUNDSMAN II (2 POSTS), REF: SAAF/34/17/16

SALARY: R90 234 per annum. (Level 2)

CENTRE: Air Force Base Ysterplaat, Western Cape.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: Capt T.N. Qwakele, Tel: (012) 351 2773.

APPLICATIONS: Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or may be hand delivered at Trichardt Road, Valhalla, 0137.

CLOSING DATE: 15 December 2017
truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: WO1 B.A. Jeffries, Tel: (021) 508 6768.
APPLICATIONS: Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425 or may be hand delivered at Air Force Base Ysterplaat, Piet Grobelaar Street, 7425.
NOTE: Applications received after the closing date and faxed copies will not be considered
CLOSING DATE: 15 December 2017

POST 48/18: GROUNDSMAN II (2 POSTS), REF: SAAF/34/17/17
SALARY: R90 234 per annum. (Level 2)
CENTRE: Air Force Base Langebaanweg, Western Cape.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES: WO2 R.D. Fortuin, Tel: (022) 706 2140.
APPLICATIONS: Department of Defence, Air Force Base Langebaanweg, Private Bag X7375, Langebaanweg 7375 or may be hand delivered at Air Force Base Langebaanweg, Langebaanweg, 7375.
NOTE: Applications received after the closing date and faxed copies will not be considered
CLOSING DATE: 15 December 2017

POST 48/19: GROUNDSMAN II (4 POSTS), REF: SAAF/34/17/18
SALARY: R90 234 per annum. (Level 2)
CENTRE: SA Air Force HQ Unit, Pretoria.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES: Lt Col N.G. Nefale, Tel: (012) 312 1366. Ms M.L. Ragophala, Tel: (012) 312 2879
APPLICATIONS: Department of Defence, South African Air Force Headquarters, Private Bag X199, Pretoria 0001 or may be hand delivered at South African Air Force Headquarters Unit, Dequar Road, Pretoria.
NOTE: Applications received after the closing date and faxed copies will not be considered
CLOSING DATE: 15 December 2017 (Applications received after the closing date and faxed copies will not be considered).
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: 18 December 2017

NOTE: 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, 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 post. 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.

ERRATUM: Kindly note that the post of Technical Assistant: Primary Health Care (PHC); REF NO: NDOH 66/2017 advertised in DPSA Vacancy Circular 47 dated 24 November 2017; the duties were wrongfully placed therefore the post has been withdrawn. It will be re-advertised.

OTHER POST

POST 48/20: SURVEILLANCE OFFICER: ACUTE FLACCID PARALYSIS (AFP) REF NO: NDOH 70/2017

Chief Directorate: Child, Youth and School Health.
Directorate: Child and Youth Health,

SALARY: R281 418 per annum

CENTRE: Pretoria.

REQUIREMENTS: A Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least two (2) years’ experience in surveillance and database management. Knowledge of EPI conditions (goals, objective and criteria) with emphasis on Polio/Acute Flaccid Paralysis (AFP), Neonatal Tetanus (NTT) and Measles as well as other vaccine preventable diseases. Knowledge of surveillance principles and specific aspects regarding Measles and Acute Flaccid Paralysis (AFP) and information management (collection, collation, capturing, analysis and reporting). Good computer skills (MS Word, Excel, basic database, Access, PowerPoint and electronic communication), planning, communication (written and verbal) and organisational skills. Must be prepared to travel and work irregular hours. Valid driver’s licence.

DUTIES: Co-ordinate and support Acute Flaccid Paralysis (AFP) and Neonatal Tetanus (NTT) surveillance in provinces. Provide support to and sensation of health workers and provinces on Measles surveillance on request. Manage AFP database (collection, collation, analysis and preparing reports on AFP and NNT). Document data collection and report. Manage risk and audit queries.

ENQUIRIES: Dr NR Dlamini at Tel (012) 395-9660
DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Department’s Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan’s (NDP’s) priorities, ascribe to the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

CLOSING DATE : 15 December 2017

NOTE : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to undergo competency test assessments. 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 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. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

OTHER POSTS

POST 48/21 : DEPUTY DIRECTOR: IMMIGRATION SERVICES REF NO HRMC 57/17/1

SALARY : An all-inclusive salary package of R779 295 to R917 970 per annum (Level 12).

CENTRE : Limpopo: Border Post: Beit Bridge

REQUIREMENTS : A 3 year tertiary qualification recognised by South African Qualification Authority (SAQA) in Law, Social Science, Public Management or related field at NQF Level 6, with 3 years’ experience at a management level within the Immigration/law enforcement/security environment or a Grade 12 certificate plus 6 years’ experience in the Immigration/law enforcement / security environment of which 3 should be at management level. A post graduate qualification will be an added advantage. Knowledge of the South African Constitution, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Criminal Prosecution Act. Knowledge and understanding of International and Regional agreements and instruments. Knowledge of law enforcement and inter-agency security cooperation is an added advantage. Client innovation and service delivery improvement orientation, within the context of legal frameworks. Sound problem solving, data collation, analysis, trend identification and report writing skills are vital management skills requirements. Good written and verbal communication, public relations, business partnering and stakeholder engagement. Honesty,
integrity, good governance and due diligence, along with a security orientation. Candidates are required to be decisive team leaders and problem-solvers able to carry out the delegations associated with this level of management. Computer literacy with working knowledge of MS Word, MS Excel and MS PowerPoint. Shift work and willingness to work irregular hours. Valid driver’s licence. Willingness to travel and to represent the Immigration Services on high-level stakeholder forums.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations efficiency and service delivery within the Port of Entry. Ensure effective risk and compliance management. Manage physical, human and financial resources. Provide leadership, guidance and advice to staff and stakeholders. Ensure implementation and monitoring of progress on business and operational plan. Conduct compliance investigations in terms of the legislation administered in the Port of Entry. Effective management of resources and personnel. Effectively implement policies, processes, procedures, directives, Acts and Regulations to enhance security and service delivery at the Port of Entry. Maintain statistics, identify trends and analyse data to effect strategies to improve facilitation at Ports. Oversee and manage clearance of travellers on arrival and departure. Oversee the processing of asylum seekers in terms of Refugees Act. Manage and oversee the effective processing of inadmissible, undesirable and prohibited persons. Manage and oversee the effective processing of stowaways. Ensure that conveyors who contravene the Immigration Act are issued with prescribed administrative fines. Ensure visibility at the port of entry and conduct searches on conveyers on arrival and departure. Manage, supervise, exercise and regulate control over activities of subordinates.

**ENQUIRIES**

Head Office: Ms R Anker, Tel: (012) 406 4126

**APPLICATIONS**

Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: poebeitbridge@dha.gov.za

**POST 48/22**

SPECIALIST BUSINESS PROCESS ENGINEER. REF NO: HRMC 57/17/2

Branch: Information Services, Directorate: Business Analysis

This is a re-advertisement, candidates who previously applied are requested not to re-apply.

**SALARY**

A basic salary of R657 558 to R774 576 per annum (Level 11). In addition, a range of competitive benefits are offered.

**CENTRE**

Head Office, Pretoria,

**REQUIREMENTS**

A 3 year tertiary qualification in Computer Science /Information Technology or an equivalent NQF Level 6 qualification as recognized by SAQA. A Degree at NQF level 7 will be an added advantage. 3-5 years’ experience in Business Analysis or Process Engineering. Proven experience of process automation, business analysis, process engineering and process design is required. Experience in developing strategies for IT system to enable and sustain business processes. Demonstrate through understanding of application development (SDLC) within a complex project and organisation. Ability to lead and coordinate a team working on projects/system development. Working knowledge of databases such as Oracle and MS-SQL. Knowledge of BABOK and system development life cycle (SDLC), methodologies and processes. Knowledge of the State Information Technology Act 88 of 1998. Knowledge of Minimum Information Security standards (MISS), The position paper on information security ISO 17799 (Information Security Framework), National Strategic Intelligence Act and the Draft Electronic Transaction Bill. Knowledge of various programming languages. Understanding of the departmental Legislations and prescripts. Knowledge of the Public Service Regulatory Framework. Good written and communication skills, research skills, problem solving, strong analytical and Project management skills. Conceptual thinking ability, client orientation and customer focus. People management and empowerment. Computer literacy. A valid driver’s license and willingness to travel.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Analyse processes for improvement, re-engineering using methodologies and principles to conduct process automation. Identify processes to be re-engineered and develop re-engineering strategies. Conduct system integrations plans for critical subsystems in the organisation. Oversee Data models and database integrations exercises. Provide support for transitioning organizational or project teams in accomplishing the
The successful candidate will be responsible for, amongst others, the following specific tasks: Manage research processes within the Unit. Liaise with various agencies to obtain intelligence information or gain referrals for research to fulfil requests. Participate in the formulation of policies concerning security and countering of corruption in the Department. Ensure effective and efficient provision of support on various investigations and projects to other business Units in the Department. Develop and maintain effective communication channels with internal and external stakeholders. Ensure successful business transformation. Recommend and implement performance improvement strategies and projects to other business units.

ENQUIRIES: Head Office: Mr L Kgopa, Tel No: (012) 406 2554
APPLICATIONS: Quoting the relevant reference number, direct your comprehensive CV, completed Z83 application form which can be downloaded from our website, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: ISrecruitment@dha.gov.za
POST 48/23: SENIOR RESEARCHER REF NO: HRMC 57/17/3
Branch: Counter Corruption and Security Services
Sub Directorate: Research.

SALARY: A basic salary of R657 558 to R774 576 per annum (Level 11). In addition, a range of competitive benefits are offered.

CENTRE: Head Office, Pretoria.

REQUIREMENTS: A 3 year tertiary qualification in Social Sciences /Research or relevant NQF level 6 qualification. 3-5 years’ experience in management of Research projects. Experience at a managerial level. Post graduate degree will be an added advantage. Knowledge of Human Resource legislations and regulations. Knowledge of the Minimum Information Security Standards (MISS), Public Finance Management Act (PFMA) and Supply Chain and Procurement Framework. Identify and monitor financial risks in relation to the projects in the Unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and Supply Chain and Procurement Framework. Identify and monitor financial risks in relation to the projects in the Unit.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage research processes within the Unit. Liaise with various agencies to obtain intelligence information or gain referrals for research to fulfil requests. Participate in the formulation of policies concerning security and countering of corruption in the Department. Ensure effective and efficient provision of support on various investigations and projects to other business Units in the Department. Develop and maintain effective communication channels with internal and external stakeholders. Ensure successful business transformation. Recommend and implement performance improvement strategies and projects to other business units.
initiatives. Report on all risk and financial indicators including e.g financial losses, overpayment according to the required format.

ENQUIRIES

Application:

Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to CCrecruitment@dha.gov.za

Head Office: Mr S Maphumulo, Tel No: (012) 406 4980
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

APPLICATIONS: please e-mail your application to ddis@dirco.gov.za (Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement). For other relevant information and how to apply, please visit the Department’s website (www.dirco.gov.za) – home page under Employment Information. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

CLOSING DATE: 15 December 2017

NOTE: Your application must include a duly completed and signed Z83 form, accompanied by a CV and certified copies of qualifications and Identity Document. Please forward your application to the e-mail address indicated below, quoting the reference number or post name in the subject line in order to receive an acknowledgement. All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. 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.

OTHER POST

POST 48/24: DEPUTY DIRECTOR: INFORMATION SECURITY
Directorate: security management
Sub-directorate: mission & information security

SALARY: R657 558 per annum, (level 11). This all-inclusive 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 in terms of the applicable rules.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a recognised Bachelor’s degree / National diploma or equivalent qualification in Security Studies / Social Sciences; At least 3 years’ experience at junior managerial level in the Security environment (Physical Security, Document Security, Vetting/Personnel Security, Communication Security, Computer Security, Contingency Planning and Audit Security); Successful completion of the SSA Security Advisory Course and/or ISO 27001/2 will be an added advantage; Valid RSA driver’s license – code B. Competencies: Knowledge of Minimum Information Security Standards (MISS); Knowledge and understanding of information risk assessment; Protection of Information Act, Act 84 of 1982; Occupational Health & Safety Act, Act 85 of 1993; Good communication skills; Computer skills; Good interpersonal skills; High degree of confidentiality; Client orientation skills.

DUTIES: Develop risk communication strategies; Develop risk assessment plan; Develop safety and security assessment check list; Identify organisational security training requirements; Develop security awareness content based on the needs assessment as well as regulatory requirements; Develop and implement a security awareness schedule; Develop and implement monitoring strategy to monitor implementation of security recommendations at the missions; Audit all protective security domains within DIRCO such as Physical Security, Document Security, Vetting/Personnel Security, Communication Security, Computer Security and Contingency Planning; Manage the Sub-Directorate in line with the Annual Performance Plan and Operational Plan; Manage work distribution and ensure employees are trained and utilized; Ensure compliance to HR policies and procedures; Facilitate the training of staff; Manage performance of staff.

ENQUIRIES: Mr CD Mothetho, Telephone number: (012) 351 1637.

NOTE: Applications received after the closing date will not be considered.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement and preference will be given to the EE Target. 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.

CLOSING DATE : 15 December 2017

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. Candidate will complete a financial disclosure form and also be required to undergo a security clearance/ personnel vetting process. The foreigner or dual citizenship holder must provide 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.

OTHER POSTS

POST 48/25 : OFFICE MANAGER REF: 17/51/SA

SALARY : R334 545 – R394 065 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Cape Town

REQUIREMENTS : An appropriate 3 year degree/National Diploma or equivalent qualification; 3 years appropriate experience of which at least one year should have been at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service and the working of Government; A valid driver’s licence; Skills and Competencies: Communication skills (verbal and written); Interpersonal skills; Computer literacy (Ms Office, Intranet and Internet); Strategic thinking and leadership skills; Conflict resolution; People management; Customer service orientation; The ability to work independently, under pressure and meet deadlines, yet as part of a team.

DUTIES : Key Performance Areas: Assist with development, implementation of operational plans linked to strategic plan; Deal with all HR and Finance matters of the office; Provide library and archive services; Manage the registry, security, office building and budget services; Compile monthly and quarterly statistics and submit to Chief Litigation Office; Provide effective people management.

ENQUIRIES : Mr. E. Seerane Tel (012) 315 1780

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, and 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 48/26 : ADMINISTRATION OFFICER 2 POSTS

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

CENTRE : State Attorney: Polokwane (1) Ref No: 17/61/SA

Mthatha (1) Ref No: 17/62/SA

REQUIREMENTS : 3 year Degree/National Diploma in Office Management or Administration or equivalent qualification; A minimum of 3 years’ experience; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver’s licence; Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently
and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.

**DUTIES**

Key Performance Areas: Coordinate monthly, quarterly statistics and financial reports from different sections; Assist in the drafting of the operational plans in the office; Procure goods and services and manage assets for the office; perform general supervision of administrative function; Respond to queries from internal and external stakeholder; Render assistance on Risk Management.

**ENQUIRIES**

Mr M Kooko ☏ (012) 315 1164

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**NOTE**

People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**POST 48/27**

**COURT INTERMEDIARY 4 POSTS**

Re-Advertisements

**SALARY**

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

**CENTRE**

Magistrate’s Offices: Heilbron (1) Ref No: 17/26/FS; Kroonstad (1) Ref No: 17/27/FS; Botshabelo (1) Ref No: 17/28/FS; Thaba Nchu (1) Ref No: 17/29/FS

**REQUIREMENTS**

Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counselling, child care and youth development, pediatrics, psychiatry, clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years’ working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83). Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counselling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

**DUTIES**

Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court.; Assist children to testify with the aid of anatomically-detailed dolls.

**ENQUIRIES**

Ms. NM Dywili ☏ (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein 9301.

**NOTE**

Language proficiency testing will be conducted during the interviews. Youth, women and people with disabilities are encouraged to apply. Preference will be given to candidates in line with Regional EE target.

**POST 48/28**

**ASSISTANT STATE ATTORNEY, (LP3-LP4): 11 POSTS**

**SALARY**

R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

State Attorney: Johannesburg (2), Ref No: 17/43/SA; Thohoyandou (1) Ref No 17/55/SA; East London (1) Ref No: 17/56/SA; Durban (2) Ref No: 17/42/SA; Pretoria (1) Ref No: 17/60/SA;
**REQUIREMENTS**

- An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver’s licence; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES**

Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft legal/settle all types of agreements on behalf of the various clients; Furnish legal advice/ opinions and contracts; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register trust and companies.

**ENQUIRIES**

Mr E Seerane ☎ (012) 315 1780, Mr G Kooko ☎ (012) 315 1164 and Ms K Ngomani ☎ (012) 357 8661

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**NOTE**

People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Separate applications must be made quoting the relevant reference.

**POST 48/29**

ASSISTANT STATE ATTORNEY, (LP3-LP4) 04 POSTS

**SALARY**

R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

State Attorney: Durban (1) Ref No: 17/41/SA
Cape Town (2) Ref No: 17/57/SA
Pretoria (1) Ref No: 17/59/SA:

**REQUIREMENTS**

- An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; A valid driver’s licence; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES**

Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.

**ENQUIRIES**

Mr E Seerane ☎ (012) 315 1780, Mr G Kooko ☎ (012) 315 1164 and Ms K Ngomani ☎ (012) 357 8661

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**NOTE**

People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Separate applications must be made quoting the relevant reference.
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

Applications: Principal: National School of Government, Private Bag X759, Pretoria, 0001; by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

For Attention: Ms L Raseroka, HR Unit, National School of Government

Closing Date: 15 December 2017 @ 16h00

Note: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

Other Posts

Post 48/30: Assistant Director: HRD & PMDS (Ref: NSG 16/2017)

Salary: (Salary level 9) commencing at R334, 545 per annum plus competitive benefits (cost to company).

Centre: Pretoria.


Duties: Organise and facilitate training and development interventions for all department staff including Departmental Induction. Conduct training needs analysis for all employees in the Department. Plan, organize and implement an internal induction programme. Develop Branch training plans. Categorise and analyse the PDP’s to match organisational competency framework. Advise and input on all HRD policies and governmental skills programmes. Compile the Departmental WSP and Quarterly QMR and Expenditure reports to PSETA. Facilitate the implementation of skills audit results. Identify training
interventions in line with skills audit needs. Implement training and development programmes to close the skills audit gaps. Provide accurate training and expenditure reports. Identify accredited training providers and maintain a service provider database. Co-ordinate procurement of service providers and training material for the delivery of programmes. Draft up to date and accurate training records for learners attended monthly, quarterly and annually. Prepare guidelines for the selection of learners/interns. Prepare and submit internship/learnership information to PSETA and DPSA quarterly and annually. Provide support and advice including training on the administrative/application of the PMDS systems in general and particularly during the Workplan Development, Performance Appraisals and processing of performance incentives. Analyse trends on Performance Management, including data/statistics on gender, race, disability, salary levels and etc. Compile probation reports of qualifying employees. Track agreements and follow up on all outstanding agreements/appraisals. Provide secretarial and technical advisory support to the Branch Moderating Committees (BPMC). Prepare PMDS calculators by using DPSA prescribed calculator and capture on spreadsheet. Conduct quality checks of Performance Agreements and Appraisals against approved check lists. Prepare performance rewards submission and outcome letters for approval. Ensure Performance Agreements and probation reviews are captured on PERSAL and approve the relevant transactions. Quality assure captured performance rewards payments and pay progressions for approval on PERSAL. Provide annual statistics on performance rewards paid for HR Oversight Report and other compliance reports. Prepare PMDS calculators for the Departmental Bursary Committee. Prepare presentation, reports and packs for Bursary Committee Meetings. Implement action list from the Committee meetings and compile the minutes. Audit of bursary files. Provide accurate expenditure reports. Provide support to bursary holders and ABET learners when a need arises. Maintain ABET and bursary awards databases. Implement the process for recognition of improved qualifications relevant to the NSG. Supervise the resources (Human, Financial and Physical) within the sub unit. Provide reports on the outcome of the hard unit against the operational plan, business requirements and targets. Schedule, assign and follow up on work.

ENQUIRIES: Ms Z Lamati, (012) 441-6019

In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 48/31: SYSTEM CONTROLLER (REF: NSG 17/2016)
Branch: Training Management and Delivery

SALARY: (Salary level 8) commencing at R281, 418 per annum plus competitive benefits cost to company).

CENTRE: Pretoria.


DUTIES: Monitor and data maintenance of the sound functioning of the TMS. Administer audit controls (access) and verifies data. Register new users, de-activate users and re-instate revoked users on the TMS. Identify and manage risks. Quality assurance of TMS data. Sound training management and delivery business processes and procedure. Ensure adherence to policies,
procedures, best practice and standards. Conduct manual data reconciliations between PASTEL and TMS. Prepare and provide data for annual reporting purposes. Design and maintain system processes and operating procedures for users as well as for the business specific maintenance and management activities of the system. Maintain stakeholder relationships (all levels, internal and external to Branch and NSG). Support the Office of the CFO on financial matters by providing data on debtors data gaps and invoice gaps that needs to be corrected on the Debt Register. Participate in the project management teams on the roll out of system changes, new processes. Participate and liaise with ICT on systems needs analyses, proposals and upgrades. Logging, tracking, resolving system issues/requests through central IT helpdesk. Remote and in system support and fault resolution (engage IT where needed). Create/correct/amend user profile data (course codes, trainers, contracts etc.) Proactively engage users of the system for purpose of training, support and needs (on the job training of users).

ENQUIRIES:
Ms M Labuschagne, 012 441-6315

In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
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. Website www.dpme.gov.za

CLOSING DATE: 15 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.

OTHER POST

POST 48/32: SENIOR DATA OFFICER REF NO 084/2017
CD: Data Integration and Analysis

SALARY: R281 418. – R331 497. Per annum (Salary level 8) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A 3-year tertiary qualification (NQF 6) or equivalent in the field of Statistics, Mathematics, Informatics, Information Technology or any quantitative field and at least 2 years’ experience in data management. Must have knowledge of statistical analysis software packages such as SPSS, SAS or STATA. Should possess the following skills; having contextual knowledge and understanding, ethical conduct, interpersonal skills, leadership, evaluative discipline and practice, research practice, evaluation planning, evaluation management, report writing and communication, improvement, general management skills, good computer literacy and project management skills and must be willing to travel frequently.

DUTIES: The successful candidate will be responsible for providing timely, quality, verified data and analysis to support the Planning, Monitoring and Evaluation function: Maintain and validate PoA web based system to support 14 area Outcomes, Collection, collation, analysis, interpretation and presentation of quantitative data. Retrieval of information from government and research
institutions data platforms, Ensuring data availability, reliability and consistency for verification on NDP/MTSF data reported to cabinet, Assist in research on data sources and quality standards for the Data centre, Cleaning, verifying and restructuring of data and calculating indicators, and assist in drawing conclusions, Assist in the updating of Development indicators, Creating tables and graphs, Assisting with the writing and technical editing of reports

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

CLOSING DATE: 15 December 2017
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 months, 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.

OTHER POSTS

POST 48/33: DEPUTY DIRECTOR: INDUSTRY RESEARCH REF NO: 2017/222
SALARY: R657 558 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Property, Finance, Economics, Mathematics, Statistics or equivalent qualification, Relevant work experience in the property, construction industries and in a research related role. Knowledge: Competence in Microsoft Office applications high competence in MS Excel (advanced) competence in research and report compilation understanding of analytical tool development knowledge of property investment, management and valuation good project and people management skills. Personal attributes: Excellent interpersonal, communication and analytical skills ability and willingness to work under pressure able to work independently dedicated, diligent and focused passionate about knowledge and research good presentation skills innovative thinking must be able to take initiative commitment to excellence in every aspect of work. Job Purpose: The Department is looking for a committed high-calibre individual to conduct research, data analytics, develop analytical tools and compile research reports; and assist in the development of investment related policies – in order to assist the unit to provide insights and tools to various stakeholders, so as to enable efficient and effective decision-making.

ENQUIRIES: Ms L Skhosana, Tel: 012 406 1548
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

POST 48/34: EXECUTIVE OFFICE MANAGER: GRC REF NO: 2017/223
SALARY: R 657 558 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification (degree/diploma) in any of the following fields: Social Science, Administration, Behavioural Science, Management Science, or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service

**DUTIES**

Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets, Develop the work plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit; Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.

**ENQUIRIES**

Ms NP Mudau Tel: (012) 406 1548

**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

**POST 48/35**

ASSISTANT DIRECTOR: SECRETARIAT: OFFICE OF THE SENIOR EXECUTIVE OFFICER REF NO: 2017/224

24 Months Contract

**SALARY**

R417 552. Per annum

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

A three year tertiary qualification in Office Management, management science or related field and appropriate experience in the relevant environment. Knowledge of Minimum Information Security Standards (MlSS) Act; structure and functioning of the Department; Departmental standards and regulations; Parliamentary protocol processes; linkages with government clusters; secretariat responsibilities. Skills: Effective communication (verbal and written); language proficiency; report writing; financial administration; organizing and planning; computer literacy; general office management and organisational skills; project management; time management; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain personal networks; trustworthy; assertive; ability to work independently.

**DUTIES**

Manage secretariat support to all technical and structured committees within the department manage the arrangement of meetings, including all logistical requirements- e.g. secure venues for meetings and certain departmental events, prepare agendas, minutes and action lists for meetings; ensure quality control on developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting, ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner, ensure that professional standards are maintained in relation to services rendered and resource requirements, manage, direct and co-ordinate aspects of employment and utilisation of staff attached to the Office; monitor the financial
management of the Office and co-ordinate the budget – where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office; manage, sort, analyse and schedule the information framework and flow thereof through the Office; General office management with specification to office inventory, manage office management systems; manage the security profile of the Office; co-ordinate and administrate logistical arrangements – travel and accommodation during meetings; co-ordinate and manage administrative aspects relevant to the sub-directorate.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 48/36
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 48/37
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 48/37: INDUSTRY RESEARCH: RESEARCH ANALYST REF NO: 2017/223
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 48/37: IT TECHNICIAN: INFORMATION TECHNOLOGY SYSTEMS OPERATIONS REF NO: 2017/225
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded for the attention of Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 15 December 2017

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. E mailed, faxed and late applications will not be considered.

OTHER POST

POST 48/38: BRANCH COORDINATOR: TOURISM SECTOR SUPPORT SERVICES (NDT 20/2017)
12 months Fixed Term Contract

SALARY: R657 558 per annum (all inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A 3 year Bachelor’s Degree/ National Diploma or equivalent qualification (NQF 6). 3-5 years’ working experience at middle management level. Computer Literacy (MS Office packages) and Basic Project Management.

DUTIES: The successful candidate will be responsible to coordinate the administration functions and provide executive support to the office of the Deputy Director General, consolidate budget inputs, monitor the branch budget to detect over/under expenditure, report instances of deficit/excess expenditure during estimate of national expenditure (ENE), medium term expenditure (MTEF), and adjustment estimates (AE), ensure shifting of funds and journal entries to correct over/under expenditure, coordinate the provision of financial projections, detailed verification and interrogation of all supply chain management transactions before forwarded to the DDG, manage assets of the branch in terms of availability and movements, coordinate and collate inputs for the demand management plan of the branch, coordinate the development of assets register, coordinate together with the HR unit the implementation of HR support initiatives, consolidate and coordinate branch quarterly performance reports, coordinate inputs on the implementation and progress of risk mitigation plans, provide support on special projects, arrange and provide secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions), monitor EDMS workflows of the branch, ensure regular report back to DDG on progress or delay of projects and or flow of documents, coordinate submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister’s Quarterly Review, MIPTECH, Top Management, Lekgotla etc).

ENQUIRIES: Mr T Koena, Tel. (012) 444 6154

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
ANNEXURE J

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance and Traditional Affairs is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Applications quoting reference number must be addressed to Mr M. Matebese but will be received at foyer until 15H30 on the closing date. Applications must be posted to the Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605.

FOR ATTENTION: Mr M. Matebese

CLOSING DATE: 15th December 2017

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative Governance and Traditional Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No late, emailed or faxed Applications will be accepted.

MANAGEMENT ECHELON

POST 48/39: CHIEF DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & CAPACITY BUILDING REF. COGTA (01/11/2017)

SALARY: R1 127 334. Per annum Level 14

CENTRE: Bhisho

REQUIREMENTS: An undergraduate qualification (NQF Level 7) or advanced Diploma in Public Management/Administration, LLB, B. Proc. as recognised by SAQA. Any legal qualification will be an added advantage. A minimum of 5 years of experience at a senior managerial level. A valid driver’s licence. Computer literacy. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. To ensure proper management and transformation of Traditional Leadership institutions.

DUTIES: Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the Chief Directorate/Administration to successfully fulfil its role in delivering services to the communities/clients. Facilitates the provision of administrative support to traditional leadership institutions such as management of processes of recognition and recognition of Traditional Leaders as well as recruitment or employment practises, management of establishment and disestablishment of Traditional leadership institutions, management and administration of Traditional Leadership matters such as, Conditions of Services, Code of Conduct, etc. Facilitate the promotion of optimal development and capacitation.
of Traditional Leaders. Facilitate and manage the provision of support and resources to Traditional Leaders institutions, Traditional Council Infrastructure, Asset, furniture, stationery, computer equipment etc. Facilitate and manage the administration of Traditional Leadership Claims and Disputes matters. Ensure that good relations are maintained between the Chief Directorates and stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, Emerging contractors, NGO’s consultants, Contralesa, Traditional Leaders, etc. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations, budget and action plans and the proper use of state of state property. Ensure compliance with PFMA, Public Service Act and Public Service Regulations, Municipal Structures Act, Municipal System Act, Traditional Leadership and Governance Frameworks Acts and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

ENQUIRIES : Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258
NOTE : Preference will be given to African Male.

POST 48/40 : CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT & PLANNING REF. COGTA (02/11/2017)

SALARY : R1 127 334 per annum Level 14
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF Level 7) or advanced Diploma in Land development-related field of study e.g. Town and Regional Planning, Land Survey and Valuation. A postgraduate Degree/Diploma qualification will be an added advantage. A minimum of 5 years working experience at a Senior Management level position in the relevant professional field. Professional registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. A valid driver's licence. Computer literacy. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES : To promote, facilitate and coordinate integrated planning in municipalities. Provide for spatial planning and land management. Develop policy and standards, provide support and monitor implementation of SPLUM and other pieces of legislation and capacitate planning institutions. Provide spatial planning information and environmental planning services. Provide integrated spatial planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to spatial planning, Valuation and Survey Cadastral. Co-ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Co-ordinate the prioritisation and implementation of municipal projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation and training of staff, promotion of sound labour relation and the appropriate utilisation of resources

ENQUIRIES : Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258
NOTE : Preference will be given to African Female.

POST 48/41 : DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF. COGTA (03/11/2017)

SALARY : R948 174 per annum Level 13
CENTRE : Bhisho

DUTIES: Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks. Undertake strategic interactions with sector department, local and national government authorities. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate’s budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

NOTE: Preference will be given to Coloured Male.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239/5351/5350/5258

POST 48/42: DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF. COGTA (04/11/2017)

SALARY: R948 174 per annum Level 13

CENTRE: Bhisho

REQUIREMENTS: An undergraduate qualification (NQF Level 7) or advanced Diploma as recognized by SAQA. Five years of experience at a middle/ senior managerial level. Computer Literacy. A valid Code EB driver’s licence. Experience in community development will be an added advantage. Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES: Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level
activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen’s engagement.

Number of municipalities supported with community participation and citizen empowerment partnerships. Number of municipalities supported to have functional public participation units. Number of municipalities supported to have functional ward committees. Number of CDWP cases resolved. Percent of elections and bi-elections supported. Coordination of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations.

ENQUIRIES:
Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 /5258

NOTE:
Preference will be given to African Female.

OTHER POSTS

POST 48/43:
CHIEF PROFESSIONAL SURVEYOR GRADE A: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT REF. COGTA (05/11/2017)

SALARY:
R805 806. (OSD)

CENTRE:
Bhisho

REQUIREMENTS:
A Bachelor Degree in Land Surveying or Geomatics or an equivalent NQF level 7 qualification recognised by the South African Geomatics Council (SAGC). Registration as a Professional Surveyor with the Council, plus four (4) years post registration experience. Have a valid driver’s license. Competencies: Knowledge of Local Government Legislation e.g. MSA and PFMA and other relevant Land Survey and Land Use Legislation, methods and procedures. Have strong programme and project management knowledge and experience. Have analytical, financial management and interpersonal skills. Knowledge of Geographic Information System (GIS) will be an added advantage.

DUTIES:
Facilitate Cadastral Surveys and Mapping services in municipalities. Assist in the formulation and interpretation of Land Survey and Planning Legislation, policies and processes. Assist in the management of staff, including effective utilisation, mentoring and training of staff, high maintenance of discipline, promotion of sound labour relations, and proper use of state resources. Assist in the implementation of operational plans for the directorate, ensuring that the goals and objectives determined are achieved. Assist in facilitating and monitoring programmes of technical support with regard to Land Survey services to Local Government Structures. Provide information on Land Survey related issues to the Municipalities and other clients.

ENQUIRIES:
Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 /5258

NOTE:
Preference will be given to African Female.

POST 48/44:
DEPUTY DIRECTOR: LED CLUSTER C REF. COGTA (06/11/2017)

SALARY:
R779 295 Level 12

CENTRE:
Bhisho (Responsible For O.R Tambo & Alfred Nzo Districts)

REQUIREMENTS:
A Bachelor Degree in Economics/Statistics on NQF 6 qualification. A Master’s Degree in Economic/Statistics on NQF 8 qualification. A Master’s Degree in Economic/Statistics is an added advantage. Three years’
experience as an Assistant Director in the field of Economics and Project Management, economic related research. Computer skills (with emphasis on Microsoft Word, Ms Excel, Project and PowerPoint) are all mandatory. A valid code 8 (B) driver’s license is compulsory.

**DUTIES**

Render a fully functional and efficient support office. Support municipalities to enhance municipal LED Capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for local municipalities. Support local and district municipalities to promote strategic regional collaboration and partnerships.

**ENQUIRIES**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

**NOTE**

Preference will be given to African Female.

**POST 48/45**

**SALARY**

R779 295. Per Annum Level 12

**CENTRE**

Alfred Nzo

**REQUIREMENTS**

A recognized three (3) year Degree/Diploma in Public Admin/Management or Social Science or equivalent NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director in the relevant field. Experience in Local Government will be an added advantage. A valid code 8 (EB) Driver’s License, Computer Literacy.

**DUTIES**

Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/Clients. Coordinate all departmental and sector programmes at the district related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislations and mandates that are relevant to the department and also governing local government and traditional institutions.

**ENQUIRIES**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

**NOTE**

Preference will be given to African Female.

**POST 48/46**

**SALARY**

R657 558. Per annum Level 11

**CENTRE**

Bhisho

**REQUIREMENTS**

A three year Bachelor’s degree/National Diploma (NQF Level 6) in the relevant field. Three years of experience as an Assistant Director in the relevant field.

**DUTIES**

Develop policies and procedures to facilitate the proper administration of the logistics service. Monitor implementation of policies and compliance. Manage and maintain all departmental facilities and accommodation. Acquire and secure adequate office space for the department and districts. Allocation of offices. Facilitate maintenance of buildings (Minor and Major works). Manage lease agreements / Contracts. Manage conference and boardroom facilities. Facilitate repairs and replacements where necessary. Administer contractual obligations. Administer cleaning services.

**ENQUIRIES**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

**NOTE**

Preference will be given to Coloured Male.

**POST 48/47**

**SALARY**

R657 558. Per annum Level 11

**CENTRE**

Bhisho

**REQUIREMENTS**

Degree in Public Administration/three year Diploma in Public Management/ Secretariat or NQF level 6 qualification. Three years of experience as an Assistant Director in relevant field. Experience in Administration in particular Secretariat environment. Provide Secretariat support services to Executive. Render cluster liaison services. Report and writing skills. Computer Literacy with all programmes. Valid driver’s licence.

**DUTIES**

Facilitate and coordinate the number of strategic meetings. i.e. Top Management, Senior Management, Finance, Audit Committee meetings and IGR structures linked to the department. Prepare and craft minutes and liaise with Senior Management for confirmation before circulation. Facilitate corporate archives and records managements of Top and Senior Management
strategic meetings. Facilitate programme planning and administrative support for strategic meetings. Ensure Directorate Management in line with Transformative Systems which seek administration to be effective and efficient in responding to Corporate Secretariat services. Responsible for financial Management with a particular focus preparing monthly financial reports of the directorate. Render cluster liaison services. Coordinate departmental policies.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given to African Male.

POST 48/48: TOWN AND REGIONAL PLANNER GRADE A: SPATIAL PLANNING REF. COGTA 10/11/2017

SALARY: R549 639. Per Annum (OSD Post)

CENTRE: Bhisho

REQUIREMENTS: B degree in Urban / Town and Regional Planning or relevant qualification. A three year in Town and Regional Planning experience. Valid driver’s licence. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment.

DUTIES: The promotion, facilitation, coordination, monitoring of provincial and Municipal Spatial Development Frameworks. The promotion, facilitation strengthen, coordinate and monitor settlement and Land Use Planning. Develop and implement a geographic information data base. Prepare town planning inputs on land development applications. Provide support in compilation and adoption of municipal land use management system. Provide support in compilation detailed layout plans for existing and new settlements. Assist in Town Planning evaluation of housing development applications.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given to African Female.

POST 48/49: ASSISTANT DIRECTOR: FREE BASIC SERVICES REF. COGTA (13/11/2017)

SALARY: R417 552. Level 10

CENTRE: Chris Hani District Support Centre

REQUIREMENTS: A recognised three (3) year Degree/Diploma in Public Management/Public Administration/Social Science or NQF level 6 relevant qualifications with 3 years’ experience as a Senior Admin Officer in the relevant field. Experience in Free Basic Services policies will be an added advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver’s license is compulsory.

DUTIES: Promote, facilitate and coordinate the development and implementation of Free Basic Services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given to Coloured Female.

POST 48/50: ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF. COGTA (14/11/2017)

SALARY: R417 552. Per annum Level: 10

CENTRE: Chris Hani District Municipality

REQUIREMENTS: A recognized three (3) year Degree/Diploma in Public Administration/Management or equivalent NQF Level 6 relevant qualification. Three (3) years’ experience as a Senior Administration Officer in Public Administration and Community Development preferably Local Government Environment, Communication skills, Computer Literacy, Driver’s license three years e experience in Community Development will be added advantage.

DUTIES: Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at
improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which have a high level of influence on public opinion). Identify, publicizing and rewarding innovation /good practices of citizen engagement. Number of municipalities supported with community participation and empowerment partnerships. Coordination and supervision of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane.

ENQUIRIES
Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

NOTE
Preference will be given to Coloured Male.

POST 48/51
ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION: RAPID RESPONSE REF. COGTA 15/11/2017

SALARY
R417 552. Per Annum Level: 10

CENTRE
Joe Gqabi District Municipality

REQUIREMENTS
A recognized three (3) year Degree/Diploma in Public Administration/Management or equivalent NQF Level 6. Three (3) years’ experience as a Senior Admin Officer in Public Administration and Community Development preferably Local Government Environment. Communication skills, Computer Literacy, Driver’s license three years as a Senior Administration Officer experience in Community Development will be an added advantage.

DUTIES
Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which have a high level of influence on public opinion). Identify, publicizing and rewarding innovation /good practices of citizen engagement. Number of municipalities supported with community participation and empowerment partnerships. Coordination and supervision of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane.

ENQUIRIES
Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

NOTE
Preference will be given to Coloured Female.

POST 48/52
ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING (IDP) REF. COGTA 16/11/2017

SALARY
R417 552. Per Annum Level: 10

CENTRE
O.R. Tambo District Municipality

REQUIREMENTS
A recognized Bachelor’s Degree in Development Studies/ Town & Regional Planning/Economics Science Related field of study. Good understanding/proven experience in Integrated Development planning management principles & programs. Computer literacy. Minimum of three years of experience as a Senior Administration Officer working with local government environment (preferable dealing with IDPs). Valid driver’s license (code 8)

DUTIES
Work within the directive to achieve key performance indicator of directorate which is to monitor and support municipalities in the development of IDP’s in accordance with the legislation, and that include providing guidance during the preparation of IDP Process Frameworks/Plans, formulation of strategic objectives & identification of projects which will address the identified development challenges. Provide guidance to local sphere on how to foster relationships between other organs of state to create a space and an environment that defines the purpose and the role of local government as a means to involve all stakeholders in shaping the future development of our communities. Responsibility for the administrative function within the Directorate i.e. submission of reports development and rendering of presentations, efficient management of human, physical and financial resources of the Directorate.
ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to Coloured Female.


SALARY: R417 552. Level: 10
CENTRE: Bisho
REQUIREMENTS: A Degree or National Diploma in Social Science Studies coupled with three years relevant experience as Senior Admin Officer in Local Government and / Public Sector. ISD (Institutional and Social Development) experience would be an added advantage. Proven computer literate (MS applications). Valid Code 8 Drivers License. Good Communication Skills.
DUTIES: Coordinate and facilitate departmental support to the municipal ISD programmes. Coordinate and facilitate the Directorate's IGR forums and other related coordination activities. Support the internalization of ISD in municipalities. Conduct impact assessment and provide baseline survey report on capital and operational projects. Oversee and monitor Admin staff on Facilitate and prepare Financial Management Reports and Commitment Register. Support and coordinate MIS Directorate special interventions to targeted municipalities. Manage and consolidate quarterly Monitoring and Evaluation reports for the directorate.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to Coloured Male.

POST 48/54: ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT: YOUTH DESK REF. COGTA 11/11/2017

SALARY: R334 545 per annum Level 9
CENTRE: Bisho
REQUIREMENTS: A recognised Three year Degree in Social Science/ Diploma in Public Administration or relevant NQF Level 6 with three years’ experience as a Senior Admin Officer in relevant field. Computer Literacy and Driver’s Licence.
DUTIES: Mainstreaming youth centred approach to Department policy, planning, implementation and programming processes. Advice and support Department, and Municipalities on all matters pertaining to the empowerment of young people. Liaise with Provincial Youth Institutions, and relevant stakeholders on Youth Development. Facilitate awareness raising and confidence building among young people at all department levels. Provide a co-ordination framework for the effective implementation of youth programmes in the department. Monitor and evaluate departmental objectives on youth development. Develop specific Youth Development Strategy as a guideline to line function. To compile the department’s reports on Youth Programme

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to Coloured Male & PWD.

POST 48/55: LEGAL ADMIN OFFICER: LEGAL ADVISORY SERVICES REF. (COGTA 17/11/2017)

SALARY: R331 692 Per Annum (OSD Post)
CENTRE: Bisho
REQUIREMENTS: LLB or B. Proc Degree or equivalent legal qualification. Admission as either an Advocate or an Attorney and relevant experience of legal practice will be an additional recommendation.
DUTIES: Litigation support services to the department. The provision of legal opinions to the department. The provision of legal advice on the contracts and agreements concluded by the provincial departments. The development of the legislative policy and the initial formulation of legislation in the departments.
ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to Coloured Female.

POST 48/56: VALUER: VALUATION SERVICES REF. COGTA (12/11/2017)

SALARY: R334 545 per annum Level 9
CENTRE: Bisho
REQUIREMENTS: An appropriate Degree/Diploma in Property Valuation supported by a minimum of one year experience in environment valuation. Eligible to be registered as a Professional Associated Valuer. Computer literacy, Microsoft Office Application, Ms Excel, Project, and PowerPoint. A valid code 8 (B) license is compulsory. Eligible is to be registered namely: Candidate Valuer
with the SACPVP and Candidate Valuer attended and pass practical work school programme.

**DUTIES**

Support and guide municipalities in the implementation of MPRA as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.

**ENQUIRIES**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

**NOTE**

Preference will be given to Coloured Female.

**POST 48/57**

OFFICE MANAGER TO THE CHIEF DIRECTOR- STRATEGIC MANAGEMENT/COMMUNICATION INFORMATION SERVICES REF. COGTA 18/11/2017

**SALARY**

R334 545 Per Annum Level 9

**CENTRE**

Bhisho

**REQUIREMENTS**

A three year Degree/Diploma in Public Administration/Public Management/Social Sciences or Economic Management Sciences or equivalent NQF 6 with three years working experience in the Public Service as a Senior Administrative Officer OR a three Degree/ Diploma in Public Management/Public Administration/Social Science or Economic Sciences or equivalent NQF Level 6 with four (4) years working experience in the related field as a Personal Assistant. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver’s code 8 (B) license is compulsory.

**DUTIES**

To admin to Chief Director, co-ordination and consolidate of branch reports/budget/Ec 5.1’s, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director’s office.

**ENQUIRIES**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258

**NOTE**

Preference will be given to African Male.

**POST 48/58**

OFFICE ADMINISTRATOR (OFFICE MANAGER) – QAMATA KINGDOM (WESTERN THEM'BULAND) REF. COGTA (19/11/2017)

**SALARY**

R334 545 Per Annum Level: 9

**CENTRE**

Cofimvaba

**REQUIREMENTS**

A recognized three year Degree / Diploma in Public Management / Social Sciences/ Development Studies or NQF level 6. Three (3) years working experience as a Senior Admin Officer in the public/ private sector, non-governmental or community based organization in terms of operation and remuneration. Computer literacy. Code 08 driver’s license.

**DUTIES**

Coordinate the functions and activities of the Kingdom and Traditional Leadership institution. Assist in coordination of activities of the office of the Kingdom. Prepare memoranda, reports, and presentations etc. for the Kingdom. Attend management meetings and prepare minutes of meetings and make follow ups decisions taken. Liaise and communicate with other Directorates/Branches within the department and also liaise with outside clientele. Prepare budget for the office of the Kingdom. Follow up resolutions and implementation thereof. Responsible for efficient management of the Kingdom. Ensure that the full requirements for the recognition of Traditional Leaders are received. Ensure the processing of the recognition of traditional leader. Facilitate and manage the construction and renovation of traditional leadership institutions. Ensure that physical verification of traditional leaders is done in all regions periodically. Making regular visits to the construction sites for inspection on progress made. Compile and submit monthly, quarterly and annual implementation reports. Responsible for the efficient management of the region, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state
POST 48/59: ASSISTANT DIRECTOR: BUDGET PLANNING & MANAGEMENT SERVICES RE. COGTA (20/11/2017)

SALARY: R334 545 Per Annum Level 9
CENTRE: Bhisho
REQUIREMENTS:
Bachelor's Degree or equivalent NQF level 6 qualification in Management Accounting/Financial Accounting, Internal Auditing or Financial Information System and a minimum of three years’ experience as a Senior State Accountant in Budget Management and Reporting. Knowledge of legislations relevant to Public Service and Budget Management. Highly Analytical and Problem Solving skills. Advanced Microsoft Excel Skills as well as Communication Skills.

DUTIES:
Assist in the preparation and management of departmental budget including adjustment Estimates as per Treasury instructions. Assist Programmes with the costing of activities during the budget preparation Conduct expenditure analysis and report findings to the Deputy Director Prepare the shifting & virement of funds and ensure implementation on BAS system once approved. Attend to Audit queries pertaining to the office and offer advice. Monitoring of expenditure and offer advice to programmes. Prepare monthly In-Year Monitoring reports for submission to Provincial Treasury and Executive Authority. Identify and correct misallocated funds. Analyze expenditure trends and advise the Deputy Director: Budget Management. Manage subordinates and ensure that they are developed.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to African Male.

POST 48/60: ASSISTANT DIRECTOR- BID ADMINISTRATION: SUPPLY CHAIN MANAGEMENT REF. COGTA (21/11/2017)

SALARY: R334 545 Per Annum Level 9
CENTRE: BHISHO
REQUIREMENTS:
A Degree or National Diploma in Public Administration/Law/Supply Chain Management or equivalent NQF level 6 qualification Three years’ experience in Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) support services as a Senior Provisioning Admin Officer. Computer literacy.

DUTIES:
The incumbent will be responsible for the following: Receiving and signing all BEC and BAC submissions from the Compliance section .Track all movements of BEC and BAC submissions , allocate the BEC and BAC projects to relevant staff, prepare all BEC and BAC submissions for Pre-BEC and Pre-BAC Ensure that BEC and BAC packs are submitted on time. Provide secretariat support to BEC and BAC committees ensure that Bid Committees are established on time. Compile BEC recommendations and BAC recommendations award letters. Implement BAC decisions accordingly, writing circulars, distributing them (BEC, BAC) to all end-users and other stakeholders. Provide technical assistance to cost centres to promote sound financial management. Draw reports a, interpret financial data and present to immediate supervisor in preparation for management meetings. Manage budgets and personnel. Monitor budget spending. Prepare monthly reports quarterly reports. Assist in gathering information and responding to audit queries. Working irregular hours.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to African Female.

POST 48/61: ASSISTANT DIRECTOR- CONTRACT MANAGEMENT REF. COGTA (22/11/2017)

SALARY: R334 545 Per Annum Level: 9
CENTRE: Bhisho
REQUIREMENTS:
Degree or Diploma in Law with 3 years’ experience at Senior Admin Officer in contract management environment. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc. Computer Literacy i.e. BAS, Logis, Excel, Word, Power point. Etc.

DUTIES:
Assist in reviewing and editing draft contract documents i.e. SLA, Memorandum of understanding. Memorandum of Agreement, etc. Responsible for updating of the project commitment register. Establishment of project management steering committee. Assist in building up good partnership, contract management, record management and repository
system. Assist in matters of performance management through project monitoring. Management of budget, human resources and general administrative functions.

ENQUIRIES : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE : Preference will be given to White Female.


CENTRE : Joe Gqabi
REQUIREMENTS : A recognised three year Degree/Diploma in Public Administration/Management, Economics/Development Studies or equivalent NQF Level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer or equivalent ranks. Computer Literacy (Microsoft, Ms Excel, Project, PowerPoint are all mandatory. A valid code 8 (B) driver’s license is compulsory.

DUTIES : Render a fully functional and efficient support office within Urban and Small Town Development Directorate. Assist in compilation, analysis and management of the directorate financial and non-financial reports. Support the implementation of CWP, EPWP, Small Town and Urban Development Programmes. Provide administrative support for effective management of CWP, EPWP, Small Town and Urban Development Programmes.

ENQUIRIES : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE : Preference will be given to African Male.

POST 48/63 : SENIOR STATE ACCOUNTANT - MUNICIPAL FINANCIAL ASSISTANCE REF. COGTA (25/11/2017)

SALARY : R281 418 .Level 8
CENTRE : Joe Gqabi
REQUIREMENTS : A recognized three year degree/ diploma in accounting / financial administration / financial management / auditing or NQF level 6 qualification with three years working experience as an Administrative Officer in the relevant field or equivalent ranks. Computer literacy. Valid driver’s licence.

DUTIES : Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

ENQUIRIES : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE : Preference will be given to African Female.

POST 48/64 : SENIOR ADMIN OFFICER – GOOD GOVERNANCE REF. COGTA (26/11/2017)

SALARY : R281 418. Level 8
CENTRE : Bisho
REQUIREMENTS : A recognized three year degree/ diploma in Public Management/Administration/ equivalent NQF level 6 qualification coupled with three years’ experience as an Admin Officer in public/ private sector, non-governmental organisation or community based organisations Computer literacy. Valid driver’s licence.

DUTIES : Render office work within the directorate. Provide administrative support to the directorate. Administer all internal and external procurement activities for the division. Process the Directorate staff member’s claims. Ensure the development and approval of submissions for travel arrangements i.e. accommodation, air flights, car hire etc. Ensure the implementation and maintenance of proper filing systems. Attend to incoming correspondence, distribute to the relevant officials. Supervise subordinates. Monitor the directorate’s budget and liaise with Financial Management on budget matters. Ensure the maintenance and control of the commitment register for the directorate. Compile reports where necessary.

ENQUIRIES : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE : Preference will be given to Coloured Male.
POST 48/65: SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES REF. COGTA (27/11/2017)

SALARY: R281 418. Level 8
CENTRE: Fingo Regional Office
REQUIREMENTS: A recognized three (3) year Degree / Diploma in Public Administration /Management / Social Science or NQF level 6 relevant qualifications coupled with three years working experience as an Admin Officer or equivalent ranks in the relevant field.

DUTIES: Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of setting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Assist in the identification of training needs for traditional leaders. Responsible for the efficient management of the sub-directorate, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to African Female.

POST 48/66: 2 X SENIOR TRAINING OFFICERS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES REF. COGTA (28/11/2017)

SALARY: R281 418. Level: 8
CENTRE: Bhisho
REQUIREMENTS: A recognised Degree/ Diploma in Human Resource Development/ Training and Development/ Public Management/Community Development/Social Sciences or any relevant qualification coupled with three years' relevant experience in the field of training and development. Code 08 driver's licence is compulsory. Knowledge of legislative framework related such as Traditional Leadership and Governance Framework Act, Municipal Structures Act, Skills Development Act (SDA), SAQA, NQF, NSDS III, SETA’s .Excellent interpersonal relations, ability to handle pressure. Ability to function both independently and as part of the team. Good communication, presentation, facilitation and writing skills. Communicate with clients and service providers, both internal and external Experience in the coordination and implementation of skills development programmes. Willingness to work extended hours & travelling when required.

DUTIES: Identifying training and development needs through skill audit analysis, regular consultation with capacity building committee and traditional leaders. Designing and developing training programmes for the institution of Traditional Leaders. Responsible for compiling and maintaining Traditional Leaders Database. Conduct basic research on training needs and advice traditional leaders on the variety of appropriate learning interventions. Responsible for taking care of all Logistics for Training. Liaise with the relevant stakeholders e.g. SETA’s, Office of the Premier, and SALGA on capacity building matters of Traditional Leaders. Developing terms of reference for bid documents, drafting proposals for funding of programmes for Traditional Leaders Liaising with training providers that deliver training, evaluating training programmes, ensuring that statutory training requirements are met. Conduct assessment visits to gather information on the impact of training conducted Compile and submit Capacity Building reports.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to African Male & African Female.

POST 48/67: SENIOR ADMIN OFFICER: DISASTER INSTITUTIONAL CAPACITY REF. COGTA (29/11/2017)

SALARY: R281 418 Level: 8
CENTRE: Bhisho
REQUIREMENTS: A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver’s license is compulsory.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given to African Female

POST 48/68: SENIOR ADMIN OFFICER: DISASTER: PREPAREDNESS AND RESPONSE REF. COGTA (30/11/2017)

SALARY: R281 418. Level 8

CENTRE: Bhisho

REQUIREMENTS: A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver’s license is compulsory.


ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given to Coloured Female.

POST 48/69: SENIOR ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE SERVICES REF. COGTA (31/11/2017)

SALARY: R281 418. Level 8

CENTRE: Bhisho

REQUIREMENTS: A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver’s license is compulsory.

DUTIES: To facilitate and coordination of bookings for facilities and workshops at provincial level. Organize all documents and administration related documents. Coordination of departmental Supply Chain Management and HRDM related matters. To facilitate preparation for financial management reports and commitment registers.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given to African Male

POST 48/70: SENIOR STATE ACCOUNTANT: SALARY CONTROLLER & MANAGEMENT (FINANCIAL ACCOUNTING SERVICES) REF. COGTA (32/11/2017)

SALARY: R281 418. Level 8

CENTRE: Bhisho

REQUIREMENTS: An appropriate Bachelor’s Degree / National Diploma in Finance, Auditing, Financial Information Systems. At least three (3) years relevant experience or 8 year relevant experience with grade 12. Must have working knowledge of Government Financial systems namely BAS and PERSAL. A strong understanding of Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Computer skills (MS Word, Excel, and PowerPoint & Access). A valid driver’s license. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Proven interpersonal and communication skills at all levels. Strong analytical skills. Excellent financial management skills.

DUTIES: Manage salary records and other personnel inputs, maintain personnel pay progression, leave gratuities and other promotional expenditures. Manage ACB control account and rejections. Manage salary control functions. Handling of cheques and their mapping. Scrutinize all documents to ensure compliance with prescripts. Monitor compliance with all relevant policies and procedures when implementing payments. Implement and maintain proper payment processes and administration.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351 / 5352 / 5350 / 5258

NOTE: Preference will be given Coloured Male.
POST 48/71: SENIOR STATE ACCOUNTANT: BUDGET PLANNING & MANAGEMENT SERVICES REF. COGTA (33/11/2017)

SALARY: R281 418. Level 08
CENTRE: Bisho

DUTIES: Assist in ensuring alignment of the departmental budget cycle to provincial targets. Assist programmes in the costing of new priorities and linking them to strategic documents of the department. Assist in Reviewing and refines departmental spending estimates and prepare the MTEF budget proposal. Assist in ensuring monthly monitoring of programme budgets against the plans. Assist in coordinating the gazetting of transfers. Assist in Preparing and submitted weekly / monthly Cash Flows to Provincial Treasury. Assist in Coordinating internal MTEC Hearings for the department to ensure that budget is aligned to priorities. Assist in Coordinating of Roll-Over Application and submission of such. Assist in daily checking and reviewing of expenditure approval of funds. Load Consolidated Departmental Budget on BAS.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to White Female.

POST 48/72: PROVISIONING ADMIN OFFICER: FLEET MANAGEMENT REF. COGTA (34/11/2017)

SALARY: R226 611. Level: 07
CENTRE: Bisho
REQUIREMENTS: A recognized three (3) years Degree/Diploma in Public Admin/Management or NQF Level 6 qualification coupled with three years working experience as a Senior Provisioning Admin Clerk or equivalent. Computer Literacy. Valid Drivers’ Licence.


ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
NOTE: Preference will be given to Coloured Male.

POST 48/73: PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL ADMINISTRATION REF. COGTA (35/11/2017)

SALARY: R226 611. Level: 07
CENTRE: Bisho
REQUIREMENTS: Senior Certificate coupled with secretarial certificate or equivalent qualification. Degree/ Diploma will be an added advantage. Computer Literacy. Relevant experience in this field will be an added advantage.

DUTIES: Facilitate the smooth running of Senior Manager’s office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.

ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
NOTE: Preference will be given to African Male.

POST 48/74: PERSONAL ASSISTANT TO DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT (CORPORATE SERVICES) REF. COGTA (42/11/2017)

SALARY: R226 611.- R226 943 Level: 07
CENTRE: Bisho
REQUIREMENTS: Senior Certificate coupled with three (3) years Diploma in Office Management or relevant Secretarial certificate of equivalent NQF level to the aforementioned. 3 year relevant & continuous experience working with a senior manager in this field. A valid driver’s licence will be an added advantage. Computer Literacy, proficient knowledge of the Microsoft packages, Proficiency in English Office etiquette, Time Management.
DUTIES: Facilitate the smooth running of Deputy Director General’s office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated to you by the office manager and the Deputy Director General. Manage the diary of Deputy Director General. Manage the resources of the office of the Deputy Director General. Digital and manual filing of documents, preparation, recording and submission of the DDG’s claims to the approving authority, monitoring the submission of weekly plans for both the DDG and the General Managers, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the DDG, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

ENQUIRIES: Ms. N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258

NOTE: Preference will be given to African Male.

POST 48/75: PERSONAL ASSISTANT TO DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF. COGTA (36/11/2017)

SALARY: R226 611. Level: 07
CENTRE: Bhisho
REQUIREMENTS: Senior Certificate coupled with secretarial certificate or equivalent qualification. Degree/ Diploma will be an added advantage. Computer literacy. Relevant experience in this field will be an added advantage.

DUTIES: Facilitate the smooth running of Senior Manager’s office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.

ENQUIRIES: Ms. N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258

NOTE: Preference will be given to African Male.

POST 48/76: MESSENGER DRIVER: DEPUTY CHAIRPERSON – PHOTL REF. COGTA (37/11/2017)

SALARY: R127 851. Level: 4
CENTRE: Mngqesha Great Place
REQUIREMENTS: Grade 10/Standard 8 or ABET. Valid code 10 driver’s licence. Five (5) years’ experience in driving for high risk profile / institution.

DUTIES: Provide messenger driving services to the Kingdom of Rharhabe. Assisting on protocol, security and safety of the Principal. Proper maintenance of the vehicle. Submission of the logbook returns to the department. Submission of officials/ correspondence to Traditional councils, governments and other stakeholders.

ENQUIRIES: Ms. N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258

NOTE: Preference will be given to African Male.
POST 48/78: DRIVER: QAMATA KINGDOM REF. COGTA (39/11/2017)

SALARY: R127 851. Level 04
CENTRE: Qamata Great Place
REQUIREMENTS: Grade 10/Standard 8 or ABET. Valid code 10 driver’s licence. Five (5) years’ experience in driving for high risk profile / institution.
DUTIES: Provide messenger driving services to the Kingdom of Rharhabe. Assisting on protocol, security and safety of the Principal. Proper maintenance of the vehicle. Submission of the logbook returns to the department. Submission of officials/ correspondence to Traditional councils, governments and other stakeholders
ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
NOTE: Preference will be given to African Male.

POST 48/79: CLEANER: RHARHABE KINGDOM REF. COGTA (40/11/2017)

SALARY: R107 886-R127 086. Commencing Salary: R107 886 Level: 03
CENTRE: Mngqesha Great Place
REQUIREMENTS: Grade 10/Standard 8 or ABET. Two years’ experience in relevant position.
DUTIES: Provide cleaning services for the Office of the Kingdom. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.
ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
NOTE: Preference will be given to African Male.

POST 48/80: CLEANER: CHRIS HANI DISTRICT SUPPORT CENTRE REF. COGTA (41/11/2017)

SALARY: R107 886. Level: 03
CENTRE: Chris Hani
REQUIREMENTS: Grade 10/Standard 8 or ABET. Two years’ experience in relevant position.
DUTIES: Provide cleaning services for the Chris Hani District Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.
ENQUIRIES: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
NOTE: Preference will be given to African Male.

DEPARTMENT OF HEALTH

APPLICATIONS: Applications directed to the addresses as indicated below or Hand Delivery as indicated below: Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwebeni – Tel no: 039 257 0099.
Post to: Human Resource Office, Aliviaw North Hospital, P/bag X1005, Alivaiw North, 9750 or hand delivery to Room 36, Grounds Floor, Williams Court, Dan Pinnaar Street, Aliwal North, 9750, Enquiries: Mr J Nzinde – Tel No: 051 633 9629.
Post to: Human Resource Office, Umlamli Hospital, Private bag 5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.
Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver at the HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881.
Post to: Human Resource Office, Private Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub–District Office, Enquiries: Mrs Du Plessis – Tel no: 039 257 2400.
Post to: Human Resource Office, Joe Gqabi District Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver at the HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.
Post to: Human Resource Office, No 1 Voortrekker Road, P/Bag X7, Barkly East, 9786 or Hand deliver at the HR Office, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091.
Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand deliver at the HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093.
Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver at the HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.
Post to: Human Resource Office, St Patricks Hospital Private Bag X531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No. 039 251 0236.

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Post to: Private Bag 9009, Sipetu Hospital, Mount Frere, 5090 Enquiries: Mr EF Madaka Tel: 039 255 0077.

Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, BIZANA, 4800, Enquiries: Mr Bango – Tel no 039 251 3009

Post to: Human Resource Office, Madzikana Ka Zulu Hospital, Private Bag X 9002, Mount Frere, 5090 Enquiries Mr P Sigola Tel no 039 255 8200.

Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Prais Tel no 039 797 6070. Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata Tel 039 737 3801.

Post to: The Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisiki 4820. Enquiries: Mr M Nozaza Tel no 049 807 7737/7711.

Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquiries: Ms CZ Zozo – Tel No: 042 243 1313
Post to: PZ Meyer Hospital PO Box 473 Johnson Street, Graaflaat, Humansdorp, 6300. Enquiries: Ms T Sompontsha Tel no: 042 291 2064.

Post to: Human Resource Office, Midlands Hospital, 1 Albertyn Street, Private Bag X696, Graaff Reinet, 6280. Enquiries: Mr A Mabombo – Tel: 049 807 7737/7711.

Post to: Aliwal North Hospital, Private Bag x1004 Aliwal North 9757 or hand deliver to: Aliwal North Hospital, Parklane Street Aliwal North 9757. Enquiries: Ms Fourie Tel No: 051 634 2382/82/83.

Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter – Tel No: 046 645 1122.

Post to: Human Resource Office, Komga Hospital, P.O Box 33, Komga, 4950 or hand deliver to: Komga Hospital Victoria Road, Komga, 4950, Enquiries: Ms T Lali – TEL NO: 043 831 1013

Post to: Nonpumelo Hospital: Private Bag x 13, Peddie 5640, Enquiries: Ms NG Tsako Tel no 040- 6733321. Thafalofefe hospital, Private bag x 3024, Enquiries: Ms V. Motebele Tel no 047- 498 0026.

Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040- 658 0043.

Post to: Human Resource Office, Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries: Ms NA Mcketywa Tel no 046 645 2695.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag X 13111, Bedford Hospital, Bedford 5720, Enquiries: Mr Mtshemla Tel no 047 401 9000.

Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, BEDFORD, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Mailtand Street Bedford 5780. Enquiries: Ms L H Slatsa Tel no: 046 685 0046.

Post to: HR Office, Mqumqana Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tsegwa – TEL NO: 047 491 0740.

Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford Hospital, 4 Mailtand Street Bedford 5780. Enquiries: Ms L H Slatsa Tel no: 046 685 0046.

Post to: Human Resource Office, Bedford Hospital, Private Bag x 3024, Butterworth 5780 or hand deliver to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel no: 047 401 9000.

Post to: SS Gida Hospital, Private Bag x12 Keikamahoeok, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.

Post to: Nonpumelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321.

Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquiries: Ms Z Maneli Tel: 046 645 1142.

Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, BEDFORD, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Mailtand Street Bedford 5780. Enquiries: Ms L H Slatsa Tel no: 046 685 0046.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand deliver to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel no: 047 401 9000.

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 043 643 4775/6.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand deliver to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel no: 047 401 9000.

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 043 653 1141

Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16.
Post to: The Human Resource Office, Khotsong Hospital, P.O. Box 115, Matatiele, 4730 or Hand Deliver to: Khotsong Hospital 100 Jagger Street, Matatiele. Enquiries: Mrs A Lebata 039 737 3801.

Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquiries: Ms Z Maneli Tel: 046 645 1142.

Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Post to: Chris Hani Health District, Private Bag x1661 Queenstown 5320 or Hand deliver to: Chris Hani Health District, Human Resource Office, CSC Offices, Komani Hospital, Queenstown 5320. Enquiries: Mr Tshabalala Tel no: 045 807 1125.

Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, QUMBU, 5180 or hand delivery to Sulenkama Admin Area - Nessie Knight Hospital - QUMBU. Enquiries: Ms O N Sotsaka - TEL NO: 047 553 6007/8/9.

Post to: Human Resource Office, St Lucy’s Hospital, P.O St Cuthberts, TSOLI, 5171. Enquiries: Majikana Tel No: 047 532 6259.

Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms Gwiji - Tel: 047 564 2805.

Post to: HR Office Madzikane Ka Zulu Memorial Hospital P Bag X 9003 Mount Frere, 5090. Enquiries: Mr Sigola Tel No. 039 255 8200.

Post to: Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandelwa Drive opposite traffic Department, Libode, 5160, Enquiries: Mr Makholiso – Tel 072 232 7902.

Post to: Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 Enquiries: Ms Solwandle - Tel: 082 240 7172.

Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, FLAGSTAFF, 4810 Enquiries: Ms Z Nompondana - Tel No:039 252 2026/8.

Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwaana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Ms U Toni - Tel No: 047 555 5300.

Post to: Mhlontlo Sub-District, P/bag X121, Qumbu, 5180 or Hand deliver at 80 Main Street opposite Traffic department. Enquiries: Ms N Tlali Tel.: 047 553 0769/078 722 8301.

Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, LUSIKISIK, 4820. Enquiries: Mr M Nozaza - TEL NO: 039 253 5012.

Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MATHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcapu Building. Enquiries: Ms O Gcagca Tel No: 047 531 0823.

Post to: OR Tambo Health District, Private Bag x5005, Mthatha 5099 or Hand deliver to: Human Resource Office, OR Tambo Health District, 9th Floor Botha Sigcapu Building Mthatha. Enquiries: Ms Stuma Tel no: 047 502 9016.

Post to: HR Office, Zitulele Hospital Private Bag x504 Mqanduli 5080 Enquiries: Mr Sobethwa Tel no: 047 573 8953/6.

Post to: Elizabeth Donkin Hospital, Private Bag x6024 Port Elizabeth, 6000 or hand deliver to: Elizabeth Donkin Hospital, La Roche Drive, Forest Hill, Port Elizabeth 6000 Enquiries: Ms J Hill Tel no: 041 506 6213.


Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel no 041 406 4435.

Post to: Human Resource Office, Willowmore Hospital Private Bag x239 Willowmore 6445 or hand deliver to: HR Office Willowmore Hospital 25 Knysna Street Willowmore 6445 Enquiries: Ms Magingixa Tel no 044 923 1127.

Post to: HR Office, Temba TB Hospital PO Box 20 Grahamstown 6140 or hand deliver to: HR Office, Temba TB Hospital 36A Street Fingo Village Grahamstown 6140 Enquiries: Mr Ntspe Tel no 046 622 3524.

Post to: HR Office Komani Hospital Private Bag x7074 Queenstown 5320 or Hand deliver to: HR Office Komani Hospital 1883 National Road Queenstown 5320 Enquiries: Ms Mandindi Tel no 045 858 8400.
Post to: Human Resource Office, Frontier Hospital, Private bag X7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel no: 045 808 4272.
Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, LADY FRERE, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo – Tel no 083 585 7576.
Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquiries: Ms Z Sentile – Tel no 047 874 8000.
Post to: Human Resource Office, Cradock Hospital, Private bag X55, CRADOCK, 5460 or hand delivery to Cradock Hospital, 5880. Enquiries: Ms F Danster – Tel no: 048 881 2123.
Post to: P.O. Box 05, Indwe Hospital, 5445 or Hand deliver to 1 Graham Street, Indwe Hospital, 5445. Enquiries: Ms Gouws Tel: 045 952 5500.
Post to: Human Resource Office, Cofimvaba Hospital, PBag X1207, Cofimvaba, 5380. Enquiries: Ms Mbanza Tel no: 047 874 8000.
Post to: Human Resource Office, Sterksroom Hospital P.O. Box 168, Sterksroom, 5425 or Hand deliver to: HR Office Sterksroom Hospital 18 Legrace Str. Sterksroom. Enquiries: Mrs CM Swart Tel: 045 966 0268.
Post to: Human Resource Office, Elliot Hospital, P.O Box 523, ELLIOT, 5460 or hand delivery to: HR Office Elliot Hospital Maclear Road Elliot, 5460 Enquiries: Ms N.B Puza – Tel no: 045 931 1321.
Post to: Human Resource Office, Lukhanji Sub-District, PBag X1, Queenstown, 5320. Enquiries: Ms M Ntweni Tel no 045 807 8908.
Post to: HR Office Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea Enquiries Mr Mandla Tel no 040 841 0133.
Post to: HR Office, Wilhem Stahl Hospital Private Bag x518 Middelburg 5900 or hand deliver to: HR Office Wilhem Stahl Hospital 1 Du Plessis Street Middelburg 5900 Enquiries Mr Mbalula Tel no 049 842 1111.
Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, CALA 5455 Enquiries: Ms B Mtsi – Tel no 047-8770931.
Post to: Human Resource Office, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 OR Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitswana TEL NO: 043 799 2487/2532.
Post to: Human Resource Office, Department of Health (Head Office), Private Bag x0038, Bisho, 5605 or Hand deliver to: Department of Health (Head Office), Room 411 4th Floor Dukumbana Building, Phalo Avenue, Bisho 5605.
Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 OR hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.
Post to: HR Office, Nkquabela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkquabela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms Langeni 043 761 2131.
Post to: HR Office PE Pharmaceutical Depot Private Bag x633 Struandale Port Elizabeth 6000 or hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struanway Road Struandale Port Elizabeth 6000 Enquiries: Ms U Xwayi Tel 041 406 9831.
CLOSING DATE: 15 December 2017

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 by department. Following the interview and the 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 assessments tools.

MANAGEMENT ECHELON

POST 48/81: HR SPECIALIST FOR CHANGE MANAGEMENT (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO.ECHEALTH/DDG-CS/HO/02/11/2017

SALARY: R1 370 973 – R1 544 406 per annum (Level 15) – One year Contract

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Degree and postgraduate qualification (NQF level 8) as recognized by SAQA in change management coupled with 8-10 years relevant experience at Senior Management level. Proven experience in managing change of a complex organization. Sound understanding of change management strategies/models. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing change processes in a complex organization. Knowledge of organizational change imperatives, organizational strategic and financial planning frameworks. Competencies: Strong and proven skills in leadership and management capability, change management and service delivery innovation. Extensive People Management, Project Management, Financial Management, policy formulation and implementation. Analytical, diagnostic and investigative capabilities, advanced interpersonal and communication (verbal and written) skills. Advanced computer literacy (Powerpoint & Excel) and report writing skills.

DUTIES: Develop and maintain a change management programme for the department and design and facilitate implementation of strategic change initiatives in the department. Determine and integrate change process into departmental strategies and programmes to improve efficiency and effectiveness. Develop and implement relevant change process interventions. Create conditions for a smooth implementation of change initiatives and lead transition management. Develop and guide implementation of change management plans. Guide, monitor and evaluate the implementation of change interventions, systems and processes.

ENQUIRIES: Mr S Makitshi Tel no 040 608 1954

POST 48/82: DIRECTOR: QUALITY ASSURANCE REF NO.ECHEALTH/QA/HO/02/11/2017

This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY: R948 174 – R1 116 918 per annum (Level 13)
CENTRE     : Bhisho, Head Office
REQUIREMENTS : A Bachelor’s Degree or National Diploma in Health Sciences at NQF level 7 as recognised by the South African Qualifications Authority (SAQA); A minimum of 5 years’ experience at Middle Management level, 3 years of which should be in a Management of Quality Health Care Delivery environment. Extensive knowledge of the Public Service Regulatory Framework. Be a seasoned strategic manager who is capable of leading with planning and organisational skills. Additional Requirements: Budget and financial management, effective communication skills, Project management, information and record management, managing conflict and resolving problems, diversity management, planning, organising, people management and empowerment.

DUTIES : Be responsible for the coordination of performance and reporting in the Directorate. Provide strategic leadership and management in the operations of the Directorate. Develop and review strategy for the Directorate, guide and correct the process of programme implementation. Design and implement change initiatives in the Directorate to improve capacity and appraise system for effective delivery of the quality assurance management, design and develop operational policies and standard operating procedures for the directorate. Coordinate provision of directorate programmes and projects, manage financial spending and budget reviews of the directorate. Manage information, reports and knowledge in the directorate.

ENQUIRIES : Dr S Beja Tel no 040 608 1148

POST 48/83 : DIRECTOR: FACILITIES REF NO.ECHEALTH/DIRFAC/LIVH/02/11/2017

SALARY : R948 174 – R1 116 918 per annum (Level 13)
CENTRE : Nelson Mandela Metro, PE Provincial Hospital
REQUIREMENTS : A Bachelor’s Degree/ 3 year National Diploma in Built Environment or equivalent qualification. 6-8 years’ experience post qualification plus a minimum of 5 years’ combined experience in facility management in a Public Hospital environment at Deputy Director Level. A valid driver’s license. Ability to develop policies and internal Standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Advanced Computer skills in MS package (Word, Excel, Power-point and Visio) Strategic leadership, Project Management, Human Resources management and Finance Management skills. Ability to multi-task and prioritize and ability to work in a high volume and highly pressurized environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES : Responsible for the overall day to day Facilities Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation and Health Technology. Control and monitor human, financial and other resources. Ensure that Engineering, Soft Services and Health Technology are efficiently and effectively provided within policies and procedures. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy determination to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Determine the Facilities directorate’s annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manage directorate’s budgets. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that Facilities directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Assist with operational staff and student supervision, evaluation and training. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by the CEO.

ENQUIRIES : Mr. TA Madonsela Tel no 041 405 2276
### POST 48/84
**DEPUTY DIRECTOR: GENERAL ADMINISTRATION**
**ECHEALTH/DDGA/JGD/02/11/2017**

**SALARY**: R657 558 – R 774 576 per annum (Level 11)

**CENTRE**: Joe Gqabi District Office


**DUTIES**: Manage Office Administration services. Manage Communication Services, Patient Administration, Transport, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Co-ordinate district organization events and functions. Monitor and evaluate services rendered to clients. Manage Human and Financial Resources. Ensure maintenance of all Information systems.

**ENQUIRIES**: Mr J S Ndzie – Tel no: 051 633 9629

### POST 48/85
**DEPUTY DIRECTOR HR**
**ECHEALTH/DDHR/FTH/02/11/2017**

**SALARY**: R657 558 – R774 576 per annum (Level 11)

**CENTRE**: Buffalo City Metro, Frere Hospital


**DUTIES**: Develop and facilitate the implementation of all HR Administration policies. Quality assurance of all documents, statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Frere Hospital. Effective management of benefits and compensation framework, and records management. Coordinate the implementation and maintenance of an approved organisational structure. Manage and guide the recruitment and selection processes in the Frere Hospital. Develop and present monthly and quarterly reports on all areas of responsibility. Manage and lead a team of HR Practitioners in an effective and efficient manner.

**ENQUIRIES**: Ms N Mtitshana – Tel no 043 709 2487/2532

### POST 48/86
**DEPUTY DIRECTOR: GENERAL ADMINISTRATION**
**ECHEALTH/DDGA/ANDO/02/11/2017**

**SALARY**: R657 558 – R774 576 per annum (Level 11)

**CENTRE**: Alfred Nzo District Office

**REQUIREMENTS**: Degree/diploma in Public Administration / Management or related qualification with at least 3 – 5 years relevant experience at Assistant Director Level. Computer literacy. Valid driver license Ability to interpret and implement policies. Sound knowledge of Health, Public Service Act. LRA, EEA, BCEA, Public Service Regulations etc. Sound Knowledge of Public Service

DUTIES: Manage Office Administration services. Manage communication Services, Patient Administration, Transport, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Co-ordinate district organization events and functions. Monitor and evaluate services rendered to clients. Manage Human and Financial Resources. Ensure maintenance of all Information systems.

ENQUIRIES: Mr K Praim (039) 797 6070

POST 48/87: DEPUTY DIRECTOR: FINANCE REF NO.ECHEALTH/DDF/CHDO/02/11/2017

SALARY: R657 558 - R774 576 per annum (Level 11)

CENTRE: Chris Hani District Office

REQUIREMENTS: A National Diploma or Degree at NQF level 6/7 in Finance, Accounting, B Commerce, Internal Auditing, Cost and Management Accounting or related qualification. Post Graduate qualification in Finance or related will be an added advantage. A minimum of 7 experience in the Public Finance area or related with 5 years at an Assistant Director level in Finance. Knowledge of PFMA, Treasury Regulations, Treasury notes, BBBEE, Computer literacy, LOGIS, BAS and PERSAL. Valid driver’s licence for a light motor vehicle (Code- B).

DUTIES: Manage the provision of financial administration services, Manage expenditure management and budget reviews, Manage provision of accounts payment processes, Manage the provision of salary administration processes, Manage performance and all the allocated resources.

ENQUIRIES: Ms S Gazi Tel No 045 807 1101

POST 48/88: DEPUTY DIRECTOR: FINANCIAL IMPROVEMENT SERVICES REF NO.ECHEALTH/DDFIS/HO/02/11/2017

SALARY: R657 558 – R 774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor Degree with Accounting/Auditing as a major subject or National Diploma in Accounting/Auditing or similar related qualification. At least 3 years relevant experience as an assistant director in financial management particularly on financial accounting/improvement services or auditing. Valid driver’s license. Knowledge of Financial management and supply chain management, accounting standards and best practices, Treasury Regulations, DORA and all prescripts and practice notes. LOGIS/BAS and PERSAL systems. Departmental Annual and Interim Financial Statement templates and procedures. Financial analysis and interpretation of financial information. Auditor General Policies and procedures. The incumbent should possess the following skills and capabilities: Project management, problem solving and analysis, client orientation and customer focus, decision making and risk analysis techniques. Communication skills and presentation skills. Service delivery innovation, report writing skills and be Computer literate.

DUTIES: The incumbent will assist in rendering audit facilitation and review of management comments for audit findings and evaluate the implementation of recommendations. Assist in developing and implementing financial and associated government norms and standards to enhance performance. Assist in monitoring and reporting on implementation of the Integrated Audit Improvement Strategy, which is inclusive of Audit Committee and SCOPA Resolutions. Assist in ensuring that finance oriented results and accountability in the department are achieved. Assist in preparing quarterly and annual financial statements for submission to Provincial Treasury and Auditor General respectively. Assist in ensuring that the improvement of the department’s financial systems and operations by formulation and implementation of departmental financial policies and procedures at head office and within the districts. Manage staff falling under him/her. Report to Senior Manager: Financial Accounting and Improvement Services Directorate.

ENQUIRIES: Mr J Kroh Tel No 040 608 1239
<table>
<thead>
<tr>
<th>POST 48/89</th>
<th>QUANTITY SURVEYOR GRADE A, B, C REF NO. ECHEALTH/QA/02/11/2017</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R549 639 – R 842 619 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Bhisho, Head Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Bachelor Degree in Quantity Surveying and or equivalent qualification. 3 years’ work experience post qualification as Quantity Surveyor. Registration as Professional Quantity Surveyor with SACQSP. Valid driver’s license. Computer Literacy.</td>
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<tr>
<td>DUTIES</td>
<td>To manage the delivery of the infrastructure Built environment program and projects in line with the Provincial IDMS. Infrastructure program and project planning in with IDMS. Infrastructure program and planning implementation and Monitoring. Infrastructure project commissioning, Infrastructure program and project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr R Smith Tel No 040 608 1180</td>
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<tr>
<th>POST 48/90</th>
<th>ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/JGD/02/11/2017</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R334 545 – R 404 121 per annum (Level 9)</td>
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<tr>
<td>CENTRE</td>
<td>Joe Gqabi District Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma/Degree in Human Resource Management/Public Management &amp; Administration with 3-5 years’ experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver’s license. Computer literate.</td>
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<tr>
<td>DUTIES</td>
<td>Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr J.S Nzinde – Tel No: 051 633 9629</td>
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<tr>
<th>POST 48/91</th>
<th>ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH/MMMA/UH/02/11/2017</th>
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<tr>
<td>SALARY</td>
<td>R334 545 – R 404 121 per annum (Level 9)</td>
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<tr>
<td>CENTRE</td>
<td>Joe Gqabi District, Umlamli Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma/Degree in Human Resource Management/Public Management &amp; Administration with 3-5 years’ experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver’s license. Computer literate.</td>
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</table>
| DUTIES     | Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to
relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES: Ms Mpithimpithi - Tel No: 051 611 0079/90

POST 48/92: ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH/ASDA/HCH/02/11/2017

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

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years’ experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver’s license. Computer literate.

DUTIES: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES: Mrs. N.C. Maqashalala Tel No 039 252 3000

POST 48/93: ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/AD/ORTD/02/11/2017

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

CENTRE: OR Tambo District Office

REQUIREMENTS: National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years’ experience at supervisory level in HRD/HRM environment. Registration with relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all level. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

DUTIES: Coordinate and implement Human Resource Development. Initiate in line with the strategic objective of the department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP/ATR processes, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

ENQUIRIES: Mr S Stuma Tel no 047 502 9000

POST 48/94: ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH//ASDA/ALSH/02/11/2017

SALARY: R 334 545 – R 404 121 per annum (Level 9)

CENTRE: Chris Hani District, All Saints Hospital
REQUIREMENTS: National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years’ experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SOA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver’s license. Computer literate.

DUTIES: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES: Ms N. Matala Tel No: 047 548 0022

POST 48/95: ASSISTANT DIRECTOR DISASTER MANAGEMENT AND EMERGENCY SERVICES REF NO:ECHEALTH/ASD-DM/EO/02/11/2017

SALARY: R334 545 – R 404 121 per annum (Level 9)
CENTRE: Bhisho, Head Office

REQUIREMENTS: Bachelor’s degree in Disaster management or Diploma in Disaster management with a minimum of 3-5 years’ experience at supervisory level and within the disaster management field. A thorough knowledge of disaster management Act, Sendai framework, policy framework, Health Act and other relevant legislation. Good communication skills (written and verbal). Good interpersonal relations, Ability to communicate on technical level. Ability to work independently and maintain high levels of confidentiality. The candidate must be computer literate, especially in the use of Microsoft application such MS word, excel and PowerPoint. Candidate must have a drivers licence.

DUTIES: Establish integrated institutional capacity to enable effective implementation of provincial disaster risk management policy and legislation. Develop uniform approach in assessing and monitoring disaster risks that will inform disaster engagement plan. Ensure effective and appropriate provincial disaster response and recovery. Encourage information management and communication for clear disaster management definition of roles and responsibilities. Facilitate training education, awareness and research for all disaster management practitioners.

ENQUIRIES: Mrs AZ Mgwebi Tel No 083 378 2188

POST 48/96: ASSISTANT DIRECTOR INTERGRATED STRATEGIC PLANNING REF NO: ECHEALTH/ASD-BS/HO/02/11/2017

SALARY: R334 545 – R 404 121 per annum (Level 9)
CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor’s Degree/National Diploma in Health Sciences/ Social and Business Sciences with at least 3-5 years’ experience at supervisory level. Knowledge of Public Sector administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts. Understanding of government and other related administrative systems. Good interpersonal, organizing and planning skills. Good verbal skills to put across point of view confidently in meetings, negotiations and presentations, including the written skills needed to put ideas down on paper in a concise business format. Clear understanding, interpretation and analysis of Health Indicators for strategic planning purposes. Knowledge, possession and application of computer skills e.g. Word, Power point, Excel, and other computer programmes for planning, etc. A valid code 08 (Code B) Driver’s License is a must.

DUTIES: Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans Facilitate the review and development of district health expenditure reports, district health plans and service delivery improvement plans based on the
departmental Annual Performance Plans and strategic plans. Facilitate the development of strategic and operational plans for the health institutions, i.e. Clinics, Community Health Centres, District, Regional and Tertiary Hospitals within the Eastern Cape Province, including other institutions like forensic pathology services, Lilitha College of Nursing and Emergency Medical Services College. Assist in the alignment of all operational plans (Facility, Districts and Province) with the strategic plan of the ECDcH, Provincial Development Plan, National Department of Health’s Strategic Plans and Health Council Priorities, Medium term strategic framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations. Judicious support and reporting responsibilities to the Manager or Deputy Director: Strategic Planning Unit and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

ENQUIRIES: Ms L Mdingi - Buqa Tel No 040 608 1316

POST 48/97: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/TBH/02/11/2017

SALARY: R281 418 – R 331 497 per annum (Level 8)

CENTRE: Joe Gqabi District, Taylor Bequest Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s License.

DUTIES: Responsible for the effective control of the institution’s administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

ENQUIRIES: Ms Ngwebeni – Tel No: 039 257 0099

POST 48/98: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/SH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s License.

DUTIES: Responsible for the effective control of the institution’s administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

ENQUIRIES: Mr EF Madaka Tel: 039 255 0077

POST 48/99: SENIOR HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/SHRP/CH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years’ experience. Valid driver’s license will serve as added advantage and as a recommendation. Knowledge and experience of the PERSAL systems. Knowledge of Public Service Act, Public Service Regulations. Basic conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MS Word, Excel and PowerPoint and Access).
DUTIES: Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of PERSAL data. Implement the Human Resources and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in selection committees and provide HR advisory and secretarial support services. Administer conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities. Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

ENQUIRIES: Ms Solwandle – Tel: 0824207172

POST 48/100: SENIOR INFORMATION OFFICER REF NO.

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Information Management or relevant qualification with 2-5 years’ experience. Should be familiar with the ETR; TIER; Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory. Valid driver’s license.

DUTIES: Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

ENQUIRIES: Ms Mbana Tel No: 047 874 8000

POST 48/101: SENIOR ADMINISTRATION OFFICER REF NO.

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Chris Hani District, All Saints Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s License.

DUTIES: Responsible for the effective control of the institution’s administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

ENQUIRIES: Ms N. Matala Tel No: 047 548 0022

POST 48/102: SENIOR ADMINISTRATION OFFICER REF NO.

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s License.

DUTIES: Responsible for the effective control of the institution’s administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution.
ENQUIRIES:

Ms Mbana Tel No: 047 874 8000

POST 48/103:

SENIOR ADMINISTRATION OFFICER (LABOUR RELATIONS) REF NO. ECHEALTH/SAO/ORTD/02/11/2017

SALARY:
R281 418 – R331 497 per annum (Level 8)

CENTRE:
OR Tambo District Office

REQUIREMENTS:
Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s License.

DUTIES:
Responsible for the effective control of the institution’s administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

ENQUIRIES:
Mr S Stuma Tel no 047 502 9000

POST 48/104:

SENIOR ADMINISTRATION OFFICER REF NO.ECHEALTH/SAO/HO/02/11/2017

SALARY:
R281 418 – R331 497 per annum (Level 8)

CENTRE:
Head Office, Shared Contact Centre

REQUIREMENTS:
Grade 12 or equivalent qualification with 10 years’ experience or Diploma/Degree in Administration or relevant qualification with 3 to 5 years’ experience in Shared Contact Centre environment coupled with interpersonal communication skills, Computer literate, Knowledge of public service regulation, mandate of Eastern Cape Department of health as well as standard operating procedure of the Contact Centre environment, Knowledge and skills on CRM and CCC. Must be able to work shifts in 24hour Contact Centre of department of Health.

DUTIES:
Supervising and meeting performance targets for speed, efficiency, and health service promotions and quality for both Inbound and Outbound operations. Supervise the daily operative running of the Shared Contact Centre. Liaising with Contact Centre management team to gather information and resolve conflicting operative issue. Monitoring random calls to improve quality, minimize errors and track operative performance. Reviewing the performance of Contact Agents, identifying training needs and planning on job training sessions. Recording statistics, user rates and the performance levels of the Contact Centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet demand (Call volumes and trends analysis), coaching, motivating and retaining staff and coordinating bonus, reward and incentive schemes. Forecasting and analysing data against budget figures on a weekly and/or monthly basis. Improving performance by raising efficiency and sourcing new equipment to enable this, e.g. new dialling products. Supervise contact centre agent as well logging of queries on CRM as defined in the standard operating policy of the centre.

ENQUIRIES:
Mr Z Ntlube Tel No 043 711 0699

POST 48/105:

FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/JGD/02/11/2017

SALARY:
R226 611 - R 266 943 per annum (Level 7)

CENTRE:
Joe Gqabi District, Joe Gqabi District Office

REQUIREMENTS:
Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years’ relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers’ license.

DUTIES:
Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile
accounts, rectify and report deviations. Monitor financial irregularities, draft
and make recommendations pertaining to financial irregularities to divisional
managers. Prepare financial reports and co-ordinate Cost Containment
Committee meetings.

ENQUIRIES
: Mr J.S Ndzie – Tel No 051 633 9629

POST 48/106 : TRANSPORT OFFICER REF NO. ECHEALTH/TO/ANH/02/11/2017

SALARY : R226 611 – R 266 943 per annum (Level 7)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Transport Management or equivalent with 0-2 years’ relevant experience. Valid driver’s license is compulsory.
ENQUIRIES : Ms Fourie Tel No: 051 634 2382/82/83

POST 48/107 : HUMAN RESOURCE PRACTITIONER REF NO.
ECHEALTH/HRP/JGD/02/11/2017

SALARY : R226 611 – R 266 943 per annum (Level 7)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s license will be an added advantage.
ENQUIRIES : Mr J.S Ndzie – Tel No: 051 633 9629

POST 48/108 : FINANCIAL PRACTITIONER (REF NO.
ECHEALTH/FP/PORTAL/02/11/2017

SALARY : R226 611 - R 266 943 per annum (Level 7)
CENTRE : Alfred Nzo District Office
REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years’ relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good interpersonal, communication (verbal and written), supervisory and computer skills. A valid driver’s license.
DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
ENQUIRIES : Mr K Praim Tel No 039 797 6070
POST 48/109: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/SPH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Alfred Nzo District, St Patricks Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.
ENQUIRIES: Ms Jafta Tel No. 039 251 0236

POST 48/110: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/PEDEPOT/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.
ENQUIRIES: Ms U Xwayi Tel 041 406 9831

POST 48/111: ADMINISTRATION OFFICER REF NO. ECHEALTH/HRC/AVH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Sarah Baartman District, Andries Vosloo Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years’ experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid driver’s license will be an added advantage.
ENQUIRIES: Ms CZ Zozo – Tel No 042 243 1313

POST 48/112: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/DH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Nelson Mandela Metro, Dora Nginza Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource Management or equivalent with 0-2 years’ relevant experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication
(verbal and written) and computer skills. A valid drivers’ license will be an added advantage.

DUTIES

ENQUIRIES
Mr J Johaar Tel No 041 406 4435

POST 48/113
HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/DH/02/11/2017 (2 Posts)

SALARY
R226 611 – R266 943 per annum (Level 7)

CENTRE
Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS
Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s license will be an added advantage.

DUTIES

ENQUIRIES
Mr J Johaar Tel No 041 406 4435.

POST 48/114
HUMAN RESOURCE PRACTITIONER (RECRUITMENT) REF NO. ECHEALTH/CPO/ORD/02/11/2017

SALARY
R226 611 – R262 943 per annum (Level 7)

CENTRE
OR Tambo District Office

REQUIREMENTS
Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management or relevant qualification with 0-2 years’ experience. Knowledge of HR policies and procedures, understanding of different HR processes, relevant legislation and Public Service Regulations, Knowledge of PERSAL system. Knowledge of HR transactional processing and relevant white papers. Valid driver’s licence

DUTIES

ENQUIRIES
Mr S Stuma Tel: 047 502 9000

POST 48/115
INFORMATION OFFICER REF NO. ECHEALTH/INFO/ISILH/02/11/2017

SALARY
R226 611 – R262 943 per annum (Level 7)

CENTRE
OR Tambo District, Isilimela Hospital

REQUIREMENTS
Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Information Management or relevant qualification with 0-2 years’ experience. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems
by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

**DUTIES**

Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

**ENQUIRIES**

Ms N Gwiji – Tel: 047 564 2805

**POST 48/116**

**FINANCIAL PRACTITIONER REF NO. ECHEALTH/ZH/FP/02/11/2017**

**SALARY**

R226 611 - R 266 943 per annum (Level 7)

**CENTRE**

OR Tambo District, Zitulele Hospital

**REQUIREMENTS**

Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management/Accounting or relevant qualification with 0-2 years’ experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers’ license.

**DUTIES**

Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

**ENQUIRIES**

Mr Sobethwa Tel No: 047 573 8953/6/7

**POST 48/117**

**ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/STEH/02/11/2017**

**SALARY**

R 226 611 – R 266 943 per annum (Level 7)

**CENTRE**

OR Tambo District, St Elizabeth Regional Hospital

**REQUIREMENTS**

Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years’ experience. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers’ license will be an added advantage.

**DUTIES**


**ENQUIRIES**

Mr M Nozaza Tel No 039 253 5012

**POST 48/118**

**ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/DMC/02/11/2017**

**SALARY**

R226 611 – R266 943 per annum (Level 7)

**CENTRE**

Buffalo City Metro, Dimbaza CHC

**REQUIREMENTS**

Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management/Public Administration or equivalent with 0-2 years’ relevant experience. Computer literacy in office programme skills and interpersonal relations, proven organizational skills.

**DUTIES**

Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the

ENQUIRES: Ms Hlulani – Tel No 043 708 1700

POST 48/119: ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/DO/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Buffalo City Metro District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma/Degree in Human Resources Management/Public Administration or equivalent with 0-2 years' relevant experience. Computer literacy in office programme skills and interpersonal relations, proven organizational skills.


ENQUIRES: Ms Hlulani – Tel No 043 708 1700

POST 48/120: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/TOWH/02/11/2017

SALARY: R226 611 - R266 943 per annum (Level 7)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma/Degree in Human Resource Management or equivalent with 0-2 years' relevant experience. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage


ENQUIRIES: Ms H Potgieter – Tel No 046 645 1122

POST 48/121: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/MOLH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Chris Hani District, Molteno Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years’ experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers’ license will be an added advantage.


ENQUIRIES: Ms E Singleton Tel No 045 967 0089

POST 48/122: ADMINISTRATION OFFICER (LABOUR RELATIONS) REF NO. ECHEALTH/ADO-LR/CHDO/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Chris Hani District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Labour Relations/Labour Law/Industrial Psychology or relevant qualification with 0-2 years’ experience in Labour Relations. Knowledge of applicable legislations, BCEA, LRA, SDA, EEA, PFMA, PSA etc. Knowledge of Public Service Regulations and Policies, PSR, Public Resolutions. Report writing skills. Knowledge if disciplinary code and procedures. Good communication skills, both written and verbal. Computer Skills. Reporting Skills. Good planning and organisational ability. A valid drivers’ license will be an added advantage. Computer literate.

DUTIES: Perform all duties related to the Labour Relations Office. Attending meetings as directed and provide feedbacks. Investigation and reporting of labour relation matters. Prepare and facilitate disciplinary proceedings. Maintain a high level of confidentiality. Assist with additional HR tasks as and when directed. Any other duties as required by the supervisor.

ENQUIRIES: Mr Tshabalala Tel No: 045 807 1125

POST 48/123: ADMINISTRATION OFFICER (HRD) REF NO. ECHEALTH/ADO-HRD/CHDO/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Chris Hani District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Management of Training, HRD, HRM or relevant qualification with 0-2 years’ experience in Human Resource Development and PMDS. Knowledge and understanding of operational issues affecting the administration of Human Resource Management practices within the health service delivery environment. Ability to prioritise issues and other work related matters and to comply with time frames set. Good communication skills, both written and verbal. Reporting Skills. Computer Skills. Good planning and organisational ability. Presentation & facilitation skills. Valid driver’s license.

DUTIES: Implement career management policies. Implement and provide assistance to all managers with regard to the application and administration of the Performance Management Development System. Manage skills development requirements for all facilities. Ensure the effective and efficient utilisation of resources allocated to the component, including the development of staff. Attending meetings and provide feedback. Attend to general enquires and queries by employees. Facilitate and administer training programmes. Assist in the determination of training needs and priorities of the institution. Any other duties as required by the supervisor. Coordinate Compulsory Induction Programmes to all levels of employees. Coordinate Learnerships & Internships Programmes for the entire district.

ENQUIRIES: Mr Tshabalala Tel No: 045 807 1125

POST 48/124: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/FRH/02/11/2017

SALARY: R226 611 – R 266 943 per annum (Level 7)

CENTRE: Chris Hani District, Frontier Hospital

CENTRE: Chris Hani District, Molteno Hospital
<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s license will be an added advantage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENQUIRIES</td>
<td>Mrs P Marongo – Tel No: 045 808 4272</td>
</tr>
<tr>
<td>POST 48/125</td>
<td>ARTISAN GRADE A REF NO. ECHEALTH/ART/SLH/02/11/2017</td>
</tr>
<tr>
<td>SALARY</td>
<td>R167 778 – R186 207 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>OR Tambo District, St Lucys’ Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years’ experience in supervisory level. Valid Driver’s License is required.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast’s, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Majikana Tel No 047 532 6259</td>
</tr>
<tr>
<td>POST 48/126</td>
<td>ARTISAN GRADE A REF NO. ECHEALTH/ART/ELLIH/02/11/2017</td>
</tr>
<tr>
<td>SALARY</td>
<td>R167 778 – R186 207 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Chris Hani District, Elliot Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years’ experience. Valid Driver’s License is required.</td>
</tr>
</tbody>
</table>
| DUTIES | Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast’s, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair
masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES: Ms N.B Puza – Tel No: 045 931 1321

POST 48/127 ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ANH/02/11/2017

SALARY: R152 862 – R 180 063 per annum (Level 5)
CENTRE: Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Create and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms Fourie Tel No: 051 634 2382/82/83.

POST 48/128 ADMINISTRATION CLERK REF NO. ECHEALTH/AC/LGH/02/11/2017

SALARY: R152 862 – R 180 063 per annum (Level 5)
CENTRE: Joe Gqabi District, Lady Grey Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Create and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms N Skiszazana – Tel No: 051 603 0093

POST 48/129 REGISTRY CLERK REF NO. ECHEALTH/RC/JGD/02/11/2017

SALARY: R152 862 – R 180 063 per annum (Level 5)
CENTRE: Joe Gqabi District Office
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index
cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES
Mr J.S Ndzinde – Tel No: 051 633 9629

POST 48/130
ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TBH/02/11/2017

SALARY
R152 862 – R 180 063 per annum (Level 5)

CENTRE
Joe Gqabi District, Taylor Bequest Hospital

REQUIREMENTS
Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES
Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purpose.

ENQUIRIES
Ms Ngwebeni – Tel No: 039 257 0099

POST 48/131
FINANCIAL CLERK REF NO.ECHEALTH/FINC/SFH/02/11/2017

SALARY
R152 862 – R180 063 per annum (Level 5)

CENTRE
Alfred Nzo District Office

REQUIREMENTS
Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES
Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

ENQUIRIES
Mr K Praim Tel No 039 797 6070

POST 48/132
HUMAN RESOURCE CLERK REF NO.ECHEALTH/HRC/ALFD/02/11/2017

SALARY
R152 862 – R 180 063 per annum (Level 5)

CENTRE
Alfred Nzo District Office

REQUIREMENTS
Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES
Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

ENQUIRIES
Mr K Praim Tel No 039 797 6070
POST 48/133 : ADMINISTRATION CLERK REF NO.ECHEALTH/AC/SH/02/11/2017

SALARY : R152 862 - R180 063 per annum (Level 5)
CENTRE : Alfred Nzo District, Madzikane ka Zulu Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
ENQUIRIES : Mr P Sigola (039) 255 8200

POST 48/134 : HUMAN RESOURCE CLERK REF NO.ECHEALTH/HRC/SH/02/11/2017

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE : Alfred Nzo District, Sipetu Hospital
REQUIREMENTS : Grade 12 or equivalent with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
DUTIES : Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.
ENQUIRIES : Mr EF Madaka Tel No 039 255 0077

POST 48/135 : WARD CLERK REF NO.ECHEALTH/WC/MAD/02/11/2017

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Numeracy, Planning & Organizing. Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills.
DUTIES : Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, Provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel. Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.
ENQUIRIES : Mr P Sigola Tel No 039 255 8200

POST 48/136 : PROVISIONING ADMINISTRATION CLERK REF NO:ECHEALTH/HRC/CSD/02/11/2017

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE : Sarah Baartman District, PZ Meyer TB Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.
DUTIES : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification
of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES: Ms T Sompontsha Tel No: 042 291 2064

POST 48/137: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/WH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Sarah Baartman District, Willowmore Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
DUTIES: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

ENQUIRIES: Ms Magingxa Tel No 044 923 1127

POST 48/138: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/MH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Sarah Baartman District, Midlands Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years relevant experience. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Understanding of Batho Pele Principles. Knowledge of HR policies, procedures and prescripts. Good Interpersonal Skills. Good Verbal and Written communication skills
DUTIES: Perform all tasks allocated to Human Resource Section. Gather process and interpret information on HR matters. Implement employee performance management and development systems. Prepare HR reports weekly, monthly, quarterly and annually. Administer recruitment, selection, appointment, leave management and capture allowances. Implement conditions of services and employee benefits.

ENQUIRIES: Mr. A Mabombo -Tel: 049 807 7737/7711

POST 48/139: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/AVH/02/11/2017

SALARY: R152 862-R180 063 per annum (Level 5)
CENTRE: Sarah Baartman District, Andries Vosloo Hospital
REQUIREMENTS: Grade 12 or equivalent with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spread sheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms CZ Zozo – Tel No 042 243 1313

POST 48/140: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/LH/02/11/2017

SALARY: R152 862 – R 180 063 per annum (Level 5)
CENTRE: Nelson Mandela Metro, Livingstone Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
DUTIES : Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

ENQUIRIES : Ms Du Preez Tel No: 041 405 2647

POST 48/141 : FINANCE CLERK REF NO. ECHEALTH/FC/LH/02/11/2017

SALARY : R152 862 – R 180 063 per annum (Level 5)

CENTRE : Nelson Mandela Metro, Livingstone Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bear bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor’s records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms Du Preez Tel No: 041 405 2647

POST 48/142 : PATIENT ADMIN CLERK REF NO. ECHEALTH/ PAC/NH/02/11/2017

SALARY : R152 862 – R 180 063 per annum (Level 5)

CENTRE : Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver’s license will be added advantage.


ENQUIRIES : Mr J Johaar Tel No 041 406 4435

POST 48/143 : ADMINISTRATION CLERK REF NO. ECHEALTH/DH/AC/02/11/2017

SALARY : R152 862 - R180 063 per annum (Level 5)

CENTRE : Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient’s right charter. Must be a committed and hard working person. Ability to work under pressure.

DUTIES : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty
roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

ENQUIRIES : Mr J Johaar Tel No 041 406 4435

POST 48/144 : FINANCE CLERK REF NO. ECHEALTH/FC/ORTD/02/11/2017 (2 Posts)

SALARY : R152 862 – R 180 063 per annum (Level 5)

CENTRE : OR Tambo District Office

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor’s records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr S Stuma Tel: 047 502 9000

POST 48/145 : ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KSD/02/11/2017

SALARY : R152 862 – R180 063 per annum (Level 5)

CENTRE : KSD Sub-District, Mbekweni CHC

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spread sheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms O Gcagca Tel No 047 531 0823

POST 48/146 : HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/KSD/02/11/2017

SALARY : R152 862 – R180 063 per annum (Level 5)

CENTRE : KSD Sub-District, Mbekweni CHC


DUTIES : Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

ENQUIRIES : Ms O Gcagca Tel No 047 531 0823

POST 48/147 : ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BH/02/11/2017 (2 POSTS)

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE: OR Tambo District, Bambisana Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spread sheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Mr S Mahlangeni – Tel No: 039 253 7262/083 586 0659.

POST 48/148: PERSONAL ASSISTANT REF NO. ECHEALTH/ZH/PA/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: OR Tambo District, Zitulele Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

DUTIES: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager’s diary. Organize the manager’s office environment. Construct and maintain the manager’s filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

ENQUIRIES: Mr Sobethwa Tel No: 047 573 8953/6/7

POST 48/149: ADMINISTRATION CLERK TRANSPORT REF NO. ECHEALTH/ZH/ADC/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: OR Tambo District, Zitulele Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Tertiary qualification in Transport will be added as an advantage. Knowledge of Transport policies (Subsidied and GG Cars). Knowledge legislative framework applicable in public sector. Good Managerial skills, good interpersonal skills, organising ability, computer literacy and typing skills-advanced, Ms Word and Excel. Candidate must be in possession of a drivers licence (Manual). Financial and Risk Management and policies regulating the use of government vehicles and logistic scheduling.

DUTIES: Provide administration support for unit. Execute daily office record keeping. Management and control of logbooks for both sub cars and G- fleet as prescribed by policies. Management of the asset registers for both G-fleet and subsidised cars vehicles. Monitor effective utilisation of both G-fleet and subsidised vehicles (PFMA Compliance). Ensure that G.G cars are sent for Maintenance. Ensure license disks are replaced. Submission of monthly expenditure reports related to mileage fuel usage. Ensure that capturing of expenditure for G.G vehicles takes place on a monthly basis on the ELS System. Attendance of Monthly meeting and provide feedback to the Institution team. Ensure that Performance Management is executed.

ENQUIRIES: Mr Sobethwa Tel No: 047 573 8953/6/7

POST 48/150: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GGH/02/11/2017

SALARY: R152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District, Glen Grey Hospital
**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES**: Mr S Khumalo – Tel No 083 585 7576

**POST 48/151**: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CRAH/02/11/2017

**SALARY**: R152 862 – R 180 063 per annum (Level 5)

**CENTRE**: Chris Hani District, Cradock Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES**: Ms F Danster – Tel No: 048 881 2123

**POST 48/152**: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HH/02/11/2017

**SALARY**: R152 862 – R 180 063 per annum (Level 5)

**CENTRE**: Chris Hani District, Hewu Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES**: Mr Mabandla Tel No 040 841 0133

**POST 48/153**: FINANCE CLERK REF NO. ECHEALTH/FC/CHDO/02/11/2017

**SALARY**: R152 862 – R 180 063 per annum (Level 5)

**CENTRE**: Chris Hani District Office
REQUIREMENTS

Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

DUTIES

Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor’s records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES

Mr Tshabalala Tel No: 045 807 1125

POST 48/154

SUPPLY CHAIN CLERK REF NO. ECHEALTH/SCMC/FRH/02/11/2017

SALARY

R152 862 – R 180 063 per annum (Level 5)

CENTRE

Chris Hani District, Frontier Hospital

REQUIREMENTS

Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.

DUTIES


ENQUIRIES

Mrs P Marongo – Tel No: 045 808 4272

POST 48/155

REGISTRY CLERK REF NO. ECHEALTH/RC/ AMADO/02/11/2017

SALARY

R152 862 - R180 063 per annum (Level 5)

CENTRE

Amathole District Office

REQUIREMENTS

Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship

DUTIES

Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES: Ms N Nene Tel No: 043 707 6748

POST 48/156: REGISTRY CLERK REF NO. ECHEALTH/RC/COFIH/03/11/2017

SALARY: R152 862 – R 180 063 per annum (Level 5)
CENTRE: Chris Hani District, Cofimvaba Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES: Ms Mbana Tel No: 047 874 8000

POST 48/157: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BUTTH/02/11/2017

SALARY: R152 862-R180 315 per annum (Level 5)
CENTRE: Amathole District, Butterworth Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 48/158: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TOWH/02/11/2017

SALARY: R152 862-R180 315 per annum (Level 5)
CENTRE: Amathole District, Tower Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of
standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES** : Ms H Potgieter – Tel No: 046 645 1122

**POST 48/159** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STUTTH/02/11/2017**

**SALARY** : R152 862 – R180 315 per annum (Level 5)

**CENTRE** : Amathole District, Stutterheim Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES** : Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES** : Ms P Booi Tel No 043 683 1313

**POST 48/160** : **LAUNDRY SUPERVISOR REF NO. ECHEALTH/LAUSR/02/11/2017**

**SALARY** : R127 851 – R150 606 per annum (Level 4)

**CENTRE** : Nelson Mandela Metro, Dora Nginza Hospital

**REQUIREMENTS** : Grade 10 or equivalent with 2-5 years’ experience or Grade 12 or equivalent with 0-2 years’ experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.

**DUTIES** : Supervise rendering of laundry services: ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Mr J Johaar Tel No 041 406 4435

**POST 48/161** : **LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/HCH/02/11/2017**

**SALARY** : R127 851 – R150 606 per annum (Level 4)

**CENTRE** : OR Tambo District, Holy Cross Hospital

**REQUIREMENTS** : Grade 10 or equivalent with 2-5 years’ experience or Grade 12 or equivalent with 0-2 years’ experience in laundry. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

**DUTIES** : To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health
institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

ENQUIRIES
Ms Z Nompandana – Tel No 039 252 2026/8

POST 48/162
CLIENT INFORMATION CLERK REF NO. ECHEALTH/ZH/CIC/02/11/2017

SALARY
R127 851 – R150 606 per annum (Level 4)

CENTRE
OR Tambo District, Zitulele Hospital

REQUIREMENTS
Grade 12 with 0-2 years’ experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

DUTIES
Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES
Mr Sobethwa Tel No: 047 573 8953/6/7

POST 48/163
CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/STB/02/11/2017 (2 POSTS)

SALARY
R127 851 – R150 606 per annum (Level 4)

CENTRE
OR Tambo District, St Barnabas Hospital

REQUIREMENTS
Grade 12 with 0-2 years’ experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

DUTIES
Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES
Ms U Toni – Tel No 047 555 5300

POST 48/164
DATA CAPTURER (3 POSTS)

SALARY
R127 851 - R150 606 per annum (Level 4)

CENTRE
KSD Sub-district, Ngcwanguba CHC REF NO. ECHEALTH/DC/KSD/NCWC/02/11/2017, Qgunqge Clinic REF NO. ECHEALTH/DC/KSD/QGNQ/02/11/2017, Mqanduli Clinic REF NO. ECHEALTH/DC/KSD/MQAC/02/11/2017

REQUIREMENTS
Grade 12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES
Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES
Ms O Gcagca Tel No 047 531 0823.

POST 48/165
CHIEF PORTER REF NO.ECHEALTH/CP/STEH/02/11/2017

SALARY
R127 851– R150 606 per annum (Level 4)

CENTRE
OR Tambo District, St Elizabeth Hospital

REQUIREMENTS
Grade 10 or equivalent with 2-5 years’ experience or Grade 12 or equivalent with 0-2 years’ experience. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure.

DUTIES
Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to
the mortuary. Deliver equipment or documentation to wards and other
departments. Required to assist at the information desk, responsible for
delivery and distribution of documentation / equipment to various wards.
Responsible for supervision of subordinates.

ENQUIRIES : Mr M Nozaza Tel No 039 253 5012

POST 48/166 : CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/FRH02/11/2017
(2 POSTS)

SALARY : R127 851 – R150 606 per annum (Level 4)
CENTRE : Chris Hani District, Frontier Hospital
REQUIREMENTS : Grade 12 with 0-2 years’ experience. Computer literacy in MS Word, Excel
and ability to work under pressure. Good communication skills. Must be able
to work shifts, week-ends and Public holidays.
DUTIES : Receive and refer telephone calls (internal and external) to the relevant staff.
Responsible for supervision of subordinates. Record and deliver messages to the
relevant staff. Maintain an internal telephone directory. Print and issue
telephone accounts. Maintain telephone database. Directing people to the
relevant offices and work stations. Provide general information to the public
when requested regarding the institution. Report faults of the equipment to
the supervisor.

ENQUIRIES : Mrs P Marongo – Tel No: 045 808 4272.

POST 48/167 : DATA CAPTURER REF NO. ECHEALTH/DC/CHDO/02/11/2017 (3 POSTS)

SALARY : R127 851 - R150 606 per annum (Level 4)
CENTRE : Chris Hani District Office
REQUIREMENTS : Grade 12 or equivalent qualification. Basic knowledge of administration
processes. Communication skills, Numeracy, Computer Literacy and ability to
draw data. Self-propelled. Responsive person with positive attitude
DUTIES : Provide administrative support services: Capture and update data on
computer. Generate spreadsheets. Update the system on all data sets.
Validate data (for quality purpose) to ensure correctness, completeness and
consistency. Compile routine statistical information/reports. Receive, register
and track records or documents submitted for further processing in the
administration component of the institution. Capture routine transactions on
computer such as the transfer of information from manual records to electronic
documents. Provide routine and administrative maintenance services: Update
and file records. Continuous updating of information on computer for reporting
purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr Tshabalala Tel No: 045 807 1125

POST 48/168 : DATA CAPTURER REF NO. ECHEALTH/DC/AMDO/02/11/2017 (2 POSTS)

SALARY : R127 851 – R150 606 per annum (Level 4)
CENTRE : Amathole District Office
REQUIREMENTS : Grade 12 or equivalent qualification. Basic knowledge of administration
processes. Communication skills, Numeracy, Computer Literacy and ability to
draw data. Self-propelled. Responsive person with positive attitude
DUTIES : Provide administrative support services: Capture and update data on
computer. Generate spreadsheets. Update the system on all data sets.
Validate data (for quality purpose) to ensure correctness, completeness and
consistency. Compile routine statistical information/reports. Receive, register
and track records or documents submitted for further processing in the
administration component of the institution. Capture routine transactions on
computer such as the transfer of information from manual records to electronic
documents. Provide routine and administrative maintenance services: Update
and file records. Continuous updating of information on computer for reporting
purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms N Nene Tel No: 043 707 6748

POST 48/169 : FOOD SERVICE SUPERVISOR – REF NO. ECHEALTH/FSS/BH/02/11/2017

SALARY : R127 851 – R150 606 per annum (Level 4)
CENTRE : Amathole District, Tower Hospital
REQUIREMENTS : Grade 10 or equivalent with 2-5 years’ experience or Grade 12 or equivalent
with 0-2 years’ experience in a formal food service environment, (including in-
service training.) Good verbal, writing and communication skill. Have basic
numeric skills. Good problem solving skills. Must have the ability to work under
pressure and have leadership skills. Must have relevant meal preparation
skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks given to you by Food Service Management.

**DUTIES**
Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

**ENQUIRIES**
Ms H Potgieter – Tel No: 046 645 1122

**POST 48/170**
CLIENT INFORMATION CLERK REF NO.
ECHEALTH/CIC/VICH/02/11/2017 (2 POSTS)

**SALARY**
R127 851 – R150 606 per annum (Level 4)

**CENTRE**
OR Tambo District, Tower Hospital

**REQUIREMENTS**
Grade 12 with 0-2 years’ experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

**DUTIES**
Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

**ENQUIRIES**
Ms H Potgieter – Tel No: 046 645 1122

**POST 48/171**
HUMAN RESOURCE CLERK REF NO.
ECHEALTH/HRC/TOWH/02/11/2017

**SALARY**
R152 862 – R180 063 per annum (Level 5)

**CENTRE**
Amathole District, Tower Hospital

**REQUIREMENTS**
Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES**
Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

**ENQUIRIES**
Ms H Potgieter – Tel No: 046 645 1122

**POST 48/172**
FINANCIAL CLERK REF NO. ECHEALTH/FINC/TH/02/11/2017

**SALARY**
R152 862 – R180 063 per annum (Level 5)

**CENTRE**
Amathole District, Tower Hospital

**REQUIREMENTS**
Grade 12 or equivalent qualification with 2-5 years’ experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.

**DUTIES**

**ENQUIRIES**
Ms H Potgieter – Tel No 046 645 1122

**POST 48/173**
FINANCIAL CLERK REF NO. ECHEALTH/FINC/BUTTH/02/11/2017

**SALARY**
R152 862 – R180 063 per annum (Level 5)

**CENTRE**
Amathole District, Butterworth Hospital

**REQUIREMENTS**
Grade 12 or equivalent qualification with 2-5 years’ experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work...


ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 48/174: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/DMC/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Buffalo City Metro, Dimbaza CHC
REQUIREMENTS: Grade 12 or equivalent with 2-5 years’ experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS Word & MS Excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver’s license will be added advantage.


ENQUIRIES: Ms Hlulani – Tel No 043 708 1700

POST 48/175: ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/EGC/02/11/2017 (2 POSTS)

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver’s license will be added advantage.


ENQUIRIES: Ms Hlulani – Tel No 043 708 1700

POST 48/176: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GH/02/11/2017 (2 POSTS)

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Buffalo City Metro, Grey Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to
work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver’s license will be added advantage.

**DUTIES**


**ENQUIRIES**

Ms Phillip Tel No 043 643 3304

**POST 48/177**

**FINANCIAL CLERK**

**REF NO:** ECHEALTH/FINC/NQTBH/02/11/2017

**SALARY**

R152 862 – R180 063 per annum (Level 5)

**CENTRE**

Buffalo City Metro, Nkubela TB Hospital

**REQUIREMENTS**

Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of Supply Chain Management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of LOGIS

**DUTIES**

Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

**ENQUIRIES**

Ms Langeni Tel No 043 761 2131

**POST 48/178**

**MORTUARY ATTENDANT**

**REF NO:** ECHEALTH/MA/VICH/02/11/2017

**SALARY**

R127 851 - R150 606 per annum (Level 04)

**CENTRE**

Amathole District, Victoria Hospital

**REQUIREMENTS**

Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES**

 Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

**ENQUIRIES**

Ms L Mangesi Tel No: 040 653 1141

**POST 48/179**

**FOOD SERVICE SUPERVISOR**

**– REF NO:** ECHEALTH/FSS/BH/02/11/2017

**(2 POSTS)**

**SALARY**

R127 851 – R150 606 per annum (Level 04)

**CENTRE**

Buffalo City Metro, Bisho Hospital

**REQUIREMENTS**

Grade 12 with 2 years’ experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skill. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks given to you by Food Service Management.

**DUTIES**

Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production,
portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

POST 48/180 : HOUSEKEEPING SUPERVISOR - REF NO. ECHEALTH/HKS/BH/02/11/2017

SALARY : R127 851 – R150 606 per annum (Level 4)
CENTRE : Buffalo City Metro, Bisho Hospital

REQUIREMENTS : Grade with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically leads and provide general work, housekeeping and cleaning service in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place order for general, housekeeping and cleaning services in the ward.

ENQUIRIES : Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

POST 48/181 : FOOD SERVICE SUPERVISOR - REF NO. ECHEALTH/FSS/FTH/02/11/2017

SALARY : R127 851 - R150 606 per annum (Level 04)
CENTRE : Buffalo City Metro, Frere Hospital

REQUIREMENTS : Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms N Mthitshana – Tel No 043 709 2487/2532.

POST 48/182 : HOUSEKEEPING SUPERVISOR - REF NO. ECHEALTH/HS/FTH/02/11/2017
**CENTRE**
Buffalo City Metro, Frere Hospital

**REQUIREMENTS**
Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership. Duties: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and Clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

**ENQUIRES**
Ms N Mthitshana – Tel No 043 709 2487/2532.

**PROVINCIAL TREASURY**

*The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**
Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

**FOR ATTENTION**
Ms Bonelwa Ndayi

**CLOSING DATE**
15 December 2017

**NOTE**
Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts; Females will be given preference and for all posts people with disabilities will be given preference.
POST 48/183 : DIRECTOR: FINANCIAL ACCOUNTING & REPORTING UNDER OFFICE OF THE ACCOUNTANT GENERAL (CHIEF DIRECTOR ACCOUNTING SERVICES) REF NO: PT 52/11/2017

SALARY : R948 174 per annum Level 13
CENTRE : Bhisho: Head office

REQUIREMENTS : A Three year degree (NQF Level 7) in Finance Accounting / Financial Management / Public Finance or Auditing, having completed articles, with 7-8 years’ experience of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in an Accounting environment. A Chartered Accountant will be an added advantage. Skills And Competencies: A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence

DUTIES : In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices.

ENQUIRIES : can be directed to Ms B Ndayi 040 1010 072/071
NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver’s license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

CLOSING DATE: 19 December 2017

MANAGEMENT ECHELON


SALARY: R1 938 279. per annum. OSD
CENTRE: Department Of Diagnostic Radiology: Universitas Hospital, Bloemfontein
REQUIREMENTS: Current registration with HPCSA as Medical Specialist in Diagnostic Radiology / equivalent. MMed in Diagnostic Radiology. A minimum of 3 years’ experience as Specialist in Diagnostic Radiology. South African citizen with valid driver’s license. Recommendations: Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications and experience in human resources and financial management.

DUTIES: To be responsible for service delivery in Diagnostic Radiology Department at Universitas Academic Hospital and Outreach program in the Free State Province. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examinations in Diagnostic Radiology at the Universitas Academic Hospital. Undertake all tasks as directed by the Chief Executive Officer and Head of Clinical Services at Universitas Academic Hospital.

ENQUIRIES: Dr R Nathan Tel. (051) 405 3496
APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION: Mr M J Baleni

POST 48/185: HEAD: CLINICAL DEPARTMENT UROLOGY: REF NO.: H/H/15

SALARY: R1 938 279. per annum. OSD
CENTRE: Department Of Urology: Universitas Hospital, Bloemfontein
REQUIREMENTS: Current registration with HPCSA as Medical Specialist in Urology / equivalent. MMed in Urology. A minimum of 3 years’ experience as Specialist in Urology. South African citizen with valid driver’s license. Recommendations: Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications and experience in human resources and financial management.

DUTIES: To be responsible for service delivery in Diagnostic Radiology Department at Universitas Academic Hospital and Outreach program in the Free State Province. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examinations in Diagnostic Radiology at the Universitas Academic Hospital. Undertake all tasks as directed by the Chief Executive Officer and Head of Clinical Services at Universitas Academic Hospital.
ENQUIRIES: Dr R Nathan Tel. (051) 405 3496
APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION: Mr M J Baleni

POST 48/186: HEAD: CLINICAL UNIT: ANAESTHESIOLOGY; REF NO.: H/H/16

SALARY: R1 550 331. per annum (all-inclusive package)
CENTRE: Universitas Academic Hospital, Bloemfontein.
REQUIREMENTS: Appropriate qualifications that allows registration with HPCSA as a Medical Specialist: Anaesthesiologist. A minimum of Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2017/18. Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver’s license (Code 8).Recommendations: Provide evidence of leadership qualities and management experience. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.

DUTIES: To be responsible for service delivery within Anaesthesiology at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post-graduate training and examinations in Anaesthesiology at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.

ENQUIRIES: Dr R Nathan Tel. (051) 405 3496
APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION: Mr M J Baleni

OTHER POSTS

POST 48/187: MEDICAL SPECIALIST: ANAESTHESIOLOGY (1 POST) REF NO.: H/S/81

SALARY: R924 378. Per annum. OSD
CENTRE: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS: Registration with HPCSA as a Medical Specialist in Anaesthesiology. Must be registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.
DUTIES: Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES: Dr R Nathan Tel. (051) 405 3496
APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION: Mr M J Baleni

POST 48/188: MEDICAL SPECIALIST: GENERAL SURGERY (1 POST): REF NO.: H/S/84

SALARY: R924 378. per annum. OSD
CENTRE: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS: Registration with HPCSA as a Medical Specialist in General Surgery. Must be registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.
DUTIES: Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES: Dr R Nathan Tel. (051) 405 3496
APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION: Mr M J Baleni
POST 48/189: MEDICAL SPECIALIST: INTERNAL MEDICINE (3 POSTS) REF NO.: H/S/82

SALARY: R924 378. per annum. OSD

CENTRE: Universitas Academic Hospital, Bloemfontein

REQUIREMENTS: Registration with HPCSA as a Medical Specialist in Internal Medicine. Must be registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.

DUTIES: Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES: Dr R Nathan Tel. (051) 405 3496

APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION: Mr M J Baleni

POST 48/190: MEDICAL SPECIALIST: NUCLEAR MEDICINE (1 POST) REF NO.: H/S/83

SALARY: R924 378. per annum.

CENTRE: Universitas Academic Hospital, Bloemfontein

REQUIREMENTS: Registration with HPCSA as a Medical Specialist in Nuclear Medicine. Must be registered with HPCSA for 2017/18. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.

DUTIES: Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES: Dr R Nathan Tel. (051) 405 3496

APPLICATIONS: Applications Posted To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION: Mr M J Baleni

POST 48/191: DEPUTY DIRECTOR: HIV TREATMENT PROGRAM REF NO.: H/D/42

SALARY: R657 558. per annum

CENTRE: Corporate Office: HIV/AIDS/STI/PMTCT


DUTIES: To oversee the overall management and implementation of the Comprehensive HIV and AIDS Care, Management & Treatment Plan in the Free State Province. Liaise with various stakeholders within the public and private sector who are involved with ART and Pre-ART services. Liaise with NDoH with regards to the implementation of comprehensive care and management of HIV program. Evaluate and monitor effectiveness of treatment and pre-treatment programme.

ENQUIRIES: Dr G London: Telephone number: (051) 408 1571

APPLICATIONS: Applications Posted To: Director HRM and Planning, PO Box 227, Bloemfontein or hand delivered @ entrance, Bophelo House, Cnr of Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION: Me S Dowd


SALARY: R657 558. per annum

CENTRE: Corporate Office: HIV/AIDS/STI/PMTCT

REQUIREMENTS: Appropriate Bachelors’ Degree / National Diploma in Health Science. Experience in Management and Leadership. Three years must be in Management position. Literacy skills. Strategic Planning. Code 8 driver’s license. Registration with SANC or Professional body Duties: Plan and
implement the prevention programs in line with the NSP. Promote integration of HIV prevention programs into Primary Health Care. Provide assistance to the Districts. Evaluate and monitor the implementation of prevention programs for HIV namely VCT, MMC and STI/HTA and condom distribution. Provide support with availability of resources.

ENQUIRIES:
Dr G London: Telephone number: (051) 408 1571

APPLICATIONS:
Applications Posted To: Director HRM and Planning, PO Box 227, Bloemfontein or hand delivered @ entrance, Bophelo House, Cnr of Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION:
Me S Dowd

POST 48/193:
CHIEF RADIOGRAPHER: REF NO.: H/R/30

SALARY:
R414 069. Per annum. OSD

CENTRE:
Mofumahadi Manapo Mopeli Hospital, Witsieshoek

REQUIREMENTS:
Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. A minimum of 3 years’ appropriate post Community Service experience after registration with HPCSA as a Diagnostic Radiographer. Proof of registration with HPCSA. Proof of current registration with HPCSA. Recommendations: Ability to work with various imaging modalities including CT scanner. Preparedness to work after hours and weekends. Experience in administration and supervision of staff. Good interpersonal skills.

DUTIES:
To perform clerical duties when necessary. To perform management duties when requested. Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purposes of more advanced or specialized nature, apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public. Develop and implement quality system in line with national and international standards: Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the department. Organization of staff to provide efficient and effective service delivery. Training of a more advanced nature of subordinates, Identify skills development needs, Monitor proper utilization of equipment, stores and expenditure

APPLICATIONS:
Applications Posted To: The Chief Executive Officer, MMM Regional Hospital. (Contact person Mr K P Mofokeng) Private Bag x 820, WITSIESHOEK, 9870

ENQUIRIES:
Mr T E Nketsu: Tel No: (058) 718 3278

POST 48/194:
STATE ACCOUNTANT SPECIALIST: REF NO.: H/S/75

SALARY:
R334 454. per annum.

CENTRE:
Bongani Hospital, Welkom

REQUIREMENTS:
A Diploma in Financial Management or equivalent qualification plus 6 years' experience. LOGIS / BAS Training Recommendations: BSC experience

DUTIES:
Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service: Debt, Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports), Banking, Revenue (Cashier), Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of PERSAL/ BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management. Risk management. Control over Finance Sections (Admissions, Accounts and Payments)

APPLICATIONS:
Applications Posted To: The Chief Executive Officer, Bongani Hospital (Contact person: Me H Mosimane), Private Bag x29, Welkom, 9460

ENQUIRIES:
Mr S D Ralile, Tel No: (057) 916 8014
RADIOGRAPHER GRADE I: REF NO.: H/R/31

SALARY : R281 148, per annum
CENTRE : Mofumahadi Manapoo Mopeli Hospital, Witsieshoek
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. Experience: None after registration with the HPCSA as Radiographer (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA as Radiographer (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

APPLICATIONS : Applications Posted To: The Chief Executive Officer, MMM Regional Hospital. (Contact person: Mr K P Mofokeng) Private Bag x 820, Witsieshoek, 9870
ENQUIRIES : Mr T E Nketsu: Tel No: (058) 718 3278

RADIOGRAPHER GRADE II: REF NO.: H/S/85

SALARY : R281 418, per annum
CENTRE : Dr J S Moroka Hospital, Selosesha

APPLICATIONS : Applications Posted To: The Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, Selosesha, 9783
ENQUIRIES : Tel No: (051) 8739800

HUMAN RESOURCE OFFICER: REF NO.: H/H/12

SALARY : R152 862 .per annum
CENTRE : Thusanong Hospital, Odendaalsrus
REQUIREMENTS : Grade 12 (or equivalent) Certificate Recommendations Computer literate
DUTIES : Implement and administer human resource administration practices (including Persal Transactions) concerning conditions of service and service benefits
and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Services (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances e.g.) Performance Management, Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Address human resource management enquiries to ensure the correct implementation of human resource management practices

APPLICATIONS : Applications Posted To: The Chief Executive Officer, Thusanong Hospital. (Contact person: Me L S Mapena), Private Bag x1, Odendaalsrus, 9480
ENQUIRIES : Me M S Tsibulane: Tel No: (057) 391 7950
POST 48/198 : HOUSEKEEPING SUPERVISOR (3 POSTS): REF NO.: H/H/13

SALARY : R152 862. per annum
CENTRE : Free State Psychiatric Complex
REQUIREMENTS : Grade 12 (or equivalent) Certificate. 3-5 Years cleaning experience in a cleaning environment. Be prepared to work shifts. Recommendations: Good communication skills (written and verbal) Good organizational skills and ability to work under pressure. Computer literacy.
DUTIES : Ensure effective supervision and management of human resources by ensuring implementation of PDMS policy, Leave Management policy, Skills development policy and labour relations policy. Ensure compliance with National Core Standards, infection control, hygiene, Occupational health and Safety Legislation, risk management at designated Units/Wards. Ensure sustainable quality cleaning services by undertaking daily cleaning inspections, providing remedial measures where required, giving support and compiling relevant cleaning reports. Ensure effective management of equipment and material resources by maintaining up to date housekeeping asset list, maintaining stock levels for cleaning material, ensuring availability of linen and towels as well as their safekeeping. Management of linen and ensure proper control and expected service delivery.

APPLICATIONS : Applications Posted To: The Chief Executive Officer, Free State Psychiatric Complex (Contact person Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ President Brand Street, Oranjesig
ENQUIRIES : Me L E Moloi: Tel No: (051) 407 9251

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MANAGEMENT ECHELON

POST 48/199 : HEAD CLINICAL UNIT (DENTAL) GRADE1
Directorate Operative Dentistry

SALARY : R1 550 331 per annum (all inclusive remuneration)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Registration with HPCSA. Master’s degree in Restorative Dentistry (including Prosthodontics). A minimum of 3 years appropriate experience in a specialized field. Must have appropriate clinical skills with special focus in restorative dentistry. Understanding/ proven record of teaching and the development of under and post-graduate curricula. Good/proven research track record including record of publications. Proven administrative and management skills. Excellent interpersonal and communication skills.

DUTIES : General management and administration of the department. Supervision and effective utilization of professional staff. Quality Assurance of clinical governance, teaching learning and associated assessment. General service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Contribute to and participate in training of other health workers where requested to do so. Promote and stimulate continuing professional development in the department and among health professionals in South Africa. Assist in the implementation of GDoH policies and programmes. Additional.

ENQUIRIES : Dr SA Matjila Tel 012 521 3079
APPLICATIONS : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
FOR ATTENTION : Ms EM Shibambo
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. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria

CLOSING DATE : 15 December 2017

POST 48/200 : MEDICAL SPECIALIST REF NO: HRM 79/2017
Directorate: Psychiatry

SALARY : R991 857 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB with either Mmed (Psych) or FF Psych qualification. Registration with the HPCSA as independent practitioner is compulsory. Five years’ experience as a psychiatrist would be a recommendation

DUTIES : Service delivery at the Psychiatry Unit, Ward 2.1 Steve Biko Academic Hospital (in and out patient care) including 72 hours observation. After hour’s service as per contract including over weekends and during public holidays as arranged with the head of the clinical unit. Delivering of consulting liaison psychiatry service to all departments of the Steve Biko Academic Hospital and the Department of Family Medicine at Tshwane District Hospital. Involvement in pre - graduate and post – graduate training of medical students as well as students from other disciplines. Involvement in academic as well as commercial research. Additional service delivery as decided upon by the Department from time to time

ENQUIRIES : Prof. GP Grobler Tel: (012) 354 3191
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 15 December 2017

OTHER POSTS

POST 48/201: **REGISTRAR (MEDICAL) REF NO: 002064**
Directorate: Anaesthesiology, General Surgery, ENT, Ophthalmology, Neurosurgery, Urology, Orthopaedics, Paediatrics, Neurology, Internal Medicine, Obstetrics & Gynaecology, Dermatology, Radiology, Emergency Unit

**SALARY**: R736 425 – R770 061 per annum (all inclusive package)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine Part 1 examination is a strong recommendation. Applicable post graduate diploma or other qualification.

**DUTIES**: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

**ENQUIRIES**: Dr. L. Mokwene, Tel No (012) 318-7040 / Dr. K.M. Htwe, Tel No (012) 318-6502

**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: This Is An Open Advertisement And Posts Will Be Filled On A Continuous Basis From The Time Of Advertising Up To The Closing Date Of 31 March 2018. 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: 31 March 2018

POST 48/202: **DENTIST GRADE 1/2/3**
Directorate Diagnostics and Careline

**SALARY**: Grade 1 R714 819 per annum (all inclusive remuneration)
Grade 2 R842 028 per annum (all inclusive remuneration)
Grade 3 R977 199 per annum (all inclusive remuneration)

**CENTRE**: Medunsa Oral Health Centre

**REQUIREMENTS**: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a dentist in the category Independent Practice. Minimum of 4 years appropriate experience as a dentist after registration with HPCSA. Postgraduate Diploma in Endodontics/Prosthodontics/General Dentistry/Aesthetics/Community Dentistry. Experience in clinical supervision in different clinical training platforms. MSc/ MDS Degree in restorative dentistry disciplines will be an added advantage
DUTIES: Service rendering in the Emergency Clinic. Student supervision in the Integrated Clinical Dentistry/ Operative Dentistry/ Community Outreach, as well as in other sections within Medunsa Oral Health Centre as deemed necessary.

ENQUIRIES: Dr SA Matjila Tel 012 521 3079
FOR ATTENTION: Ms EM Shibambo
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001.

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. Additional: The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE: 15 December 2017

POST 48/203: OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/002105
Directorate: Nursing Division: Emergency Short Stay Area (264)

SALARY: R499 953. per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Trauma / Critical care qualification with 1 year duration, accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing 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 after obtaining the 1 year post basic qualification in Trauma & Emergency care or Critical Care Nursing. Computer literacy will be an added advantage.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES: Ms. D.A Ramoshu, Tel (011) 488 3633
APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE: Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security
CLOSING DATE : 22 December 2017

POST 48/204 : NURSING SERVICES MANAGER

SALARY : R499 953 plus benefits
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Basic R425 qualification in nursing, Degree/Diploma in general nursing, Diploma in Nursing Administration. Nursing Education will be an added advantage. A minimum of 8-years appropriate/recognizable experience as professional nurse with South African Nursing Council in general nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level in hospital situation. Proof of paid up SANC 2017 receipt, proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), driver’s license will be an added advantage.
Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

DUTIES : Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of human resources, financial and physical resources. Manage human resources.

ENQUIRIES : Dr SA Matjila Tel 012 521 3079
APPLICATIONS : Applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
FOR ATTENTION : Ms EM Shibambo
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.

CLOSING DATE : 15 December 2017

POST 48/205 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) NIGHT SUPERVISOR REF NO: J/122017
Directorate: Nursing Services

SALARY : R394 665. per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic qualification that allows registration with the SANC as a Professional Nurse (i.e. diploma /degree) a diploma /degree in management will be an added advantage. Certified copies of the following: Basic Qualification Certificate, SANC Registration Certificate, Current SANC receipt. A minimum of 7 years appropriate experience after registration as a Professional Nurse. Operational management skills. Ability to interact with diverse stakeholders and health care users and givers. Problem-solving skills, report writing, planning and organizing skills.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and
rehabilitation. Maintain a constructive working relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage proper utilization of human financial and physical resources. Overall supervisor of nursing services during the night. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

**ENQUIRIES**
Ms. Ngwenya T.N- Senior Nursing Manager (012) 717 9398

**APPLICATION**
Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449 Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE**
Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE**
15 December 2017

**POST 48/206**
**VICTIM EMPOWERMENT PROGRAMME MANAGER**
**REF NO:**
**REFS/002075**
Directorate: Forensic Medical Services

**SALARY**
R341 322 – 395 685 per annum (SW- GR 3) (plus benefits)
R 419 784 – 516 279 per annum (SW- GR 4) (plus benefits)

**CENTRE**
Clinical Forensic Medical Services

**REQUIREMENTS**
Grade 12 Certificate and an appropriate degree in Social worker plus minimum of 10-20 years working experience. Must be registered with South African Council for Social Service Professionals (SACSSP). Must have drivers licence and computer literacy. Good communication skills. Organizing Planning, Time management and interpersonal skills. Must have a valid drivers’ licence.

**DUTIES**
To provide/ review policy guidelines in respect of Victim Empowerment and Trafficking in Person. To manage VEP& TIP programmes from provincial office. To conduct/ coordinate training and capacity building on policy, strategy, procedures and guidelines regarding the VEP& TIP programmes. To coordinate National and International celebrations such as Victim’s Right Week and Trafficking in Person Week. Attendance and participation in mandated meetings. Promote and coordinate the strategy and programmes through inter-sectoral networking and collaboration. Engage in continuous professional development such as the attendance of relevant trainings, workshops and conferences.

**ENQUIRIES**
Ms P Thango Tel: (011) 241 5750 Ext. 6303

**APPLICATIONS**
must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000.

**NOTE**
Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications. Application to be submitted on Z83 form, Curriculum Vitae (CV), certified copies of Qualifications and certified ID copy.

**CLOSING DATE**
08 December 2017

**POST 48/207**
**ASSISTANT DIRECTOR (FACILITY MANAGEMENT)**
**REF NO:**
**REFS/002061 X 1 POST**
Directorate: Forensic Pathology Service

(This is a re – advertisement, all candidates who have previously applied must apply again)

**SALARY**
R334 545 – R 394 065 per annum (plus benefits)

**CENTRE**
Pretoria FPS

**REQUIREMENTS**
A recognised three (3) year Degree/National Diploma with minimum three (3) years’ experience in management and/or Grade 12 certificate with a minimum of six (6) years’ experience in management preferably in public service. Computer literacy and a valid driver’s license are compulsory. Knowledge and understanding of all Legislative Frameworks governing Public Service. Overall knowledge of Government’s transformation policies and priorities is a necessity. Excellent communication, interpersonal, reporting and writing skills. Extensive knowledge of Forensic Medical Services. Knowledge and understanding of Job description development, implementation and review.

**DUTIES**
Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to
Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyze information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in Courts whenever required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

ENQUIRIES: Mr J Louw (012) 301 1707
APPLICATIONS: applications must be forwarded to Forensic Medical Services, No. 11 Diagonal Street 13th floor, reception area or can be posted to Forensic Medical Services P.O Box 7128, Johannesburg 2000.

NOTES: The successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications will be conducted. Applications to be submitted on Z83 form, Curriculum vitae (CV), certified copies of Qualifications, and certified ID copy.

CLOSING DATE: 08 December 2017

POST 48/208: DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3
Directorate Maxillofacial and Oral Radiology

SALARY:
Grade 1 R 281 148 per annum plus benefits
Grade 2 R 331 179 per annum plus benefits
Grade 3 R 390 123 per annum plus benefits

CENTRE:
Medunsa Oral Health Centre

REQUIREMENTS:
The applicant is required to be registered with the HPCSA and has to hold a B. Rad Degree or a National Diploma in Radiography. He/she should have at least 5 years practical experience in a South African Radiology Department, have managerial and interpersonal skills as well as good computer skills. Experience in teaching and training of routine radiographic dental techniques, knowledge of sophisticated digital techniques such as CBCT, a tertiary education qualification and research experience.

DUTIES:
The successful candidate will be expected to perform the following duties: Radiographic patient service rendering, effectively manage radiation control and keep up with radiation control legislation, general management of Radiographic equipment and assets, teaching and practical training of students, quality and infection control.

ENQUIRIES:
DR N Nzima Tel 012 521 3370
APPLICATIONS:
Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

FOR ATTENTION:
Ms EM Shibambo

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.

CLOSING DATE: 15 December 2017

POST 48/209: FORENSIC PATHOLOGY OFFICER REF NO: REFS/002060
Directorate: Forensic Pathology Services

SALARY:
R183 558 per annum (plus benefits), R 397 per month (Danger allowance) & R594 per month (Special allowance)

CENTRE:
Sebokeng FPS

REQUIREMENTS:
Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s licence minimum Code C1 with Public Driver’s Permit. Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES:
Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property
from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr P Denner Tel: (016) 988 9720
APPLICATIONS : applications must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, PO Box 7128, Johannesburg, 2000.
NOTE : Due to job inherent requirements of the post, shortlisted candidates will be subjected to a computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications. Application to be submitted on Z83 form, Curriculum Vitae (CV), certified copies of Qualifications and certified ID copy.
CLOSING DATE : 08 December 2017
POST48/210 : FORENSIC PATHOLOGY OFFICER REF NO: REFS/002073
Directorate: Forensic Pathology Services
SALARY : R183 558 per annum (plus benefits), R 397 per month (Danger allowance) & R594 per month (Special allowance)
CENTRE : Springs FPS
REQUIREMENTS : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s licence minimum Code C1 with Public Driver’s Permit. Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
DUTIES : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr G Mashego Tel: (011) 811 9652
APPLICATIONS : Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, PO Box 7128, Johannesburg, 2000.
NOTE : Due to job inherent requirements of the post, shortlisted candidates will be subjected to a computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications. Application to be submitted on Z83 form, Curriculum Vitae (CV), certified copies of Qualifications and certified ID copy.
CLOSING DATE : 08 December 2017
POST 48/211 : OPERATOR CSSD REF NO: HRM 78/2017
Directorate: Nursing
SALARY : R127 851 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or equivalent. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able
to work in a team and under pressure. Willing to work shifts, weekends, Public holidays and nights.

DUTIES : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Packing and autoclaving of various toweling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Effective utilization of human and financial recourses. Adhere to safety regulations. Maintain growth ethical standards and self-development. Perform duties as required per job description, and working schedule. Maintenance of general hygiene and tidiness of the unit.

ENQUIRIES : Mrs. AM Mowayo Tel: (012) 354 1300

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

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 15 December 2017

DEPARTMENT PROVINCIAL TREASURY

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 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. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 48/212 : JUNIOR FORENSIC INVESTIGATOR X 4
Directorate: Forensic

SALARY : R281 418. per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric/ Grade 12, Degree or diploma in Law or Forensic Investigation or any other related degree or Diploma, CFE would be advantageous, minimum of 1-2 years' experience in forensic investigation or law enforcement. Valid driver’s license. Successful candidates will be required to undergo a security vetting process. Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail.

**DUTIES**

Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyze and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager.

**ENQUIRIES**

Ms. Baleseng Sedibe Tel No: (011) 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Boitshoko Khusotoane, Tel- (011) 355 7700 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**

15 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. 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). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khusotoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents .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.

**OTHER POST**

**POST 48/213**

SENIOR ADMINISTRATIVE OFFICER: CUSTOMER CARE AND OFFICE ADMINISTRATION

**REF NO:** SD/2017/11/09

**SALARY**

R281 418 per annum plus benefits

**CENTRE**

Johannesburg Head Office

**REQUIREMENTS**

A three year National Diploma/Bachelor’s Degree in Office Administration with a minimum of 2-3 years’ experience in this post’s key performance areas and experience in a high level office or Grade 12 with 10 years’ experience post’s key performance areas and experience in a high level office. Professional high level minute taking and recording procedures. Good knowledge and understanding of legislation, policies, processes and procedure governing Public Service administration. Effective and excellent people skills, communication, project management, planning and organizing, excellent business and report writing skills. Knowledge of Supply Chain Management. Computer Literate. Extensive experience in the use of Microsoft Word and Excel.
**DUTIES**

Manage the overall Complaints and Queries Management in the Office of the HOD in conjunction with Regional Offices. Manage and coordinate the Premiers Hotline Queries. Coordinate the management of all incoming and outgoing responses. Establish and maintain effective database of queries and complaints. Manage and coordinate monthly Complaints and Queries Management meetings. Manage monthly reporting on Complaints and Queries as per the Annual Performance Plan. Attend to all ‘walk in’ customer related Queries. Establish and maintain ‘walk in’ registers. Produce monthly progress reports on complaints and queries. Analyze complaints and queries patterns and trends to inform strategic planning. Manage all administrative duties related to the handling of queries.

**ENQUIRIES**

Ms B Khutsoane Tel no: (011) 355 7805
APPLICATIONS should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION: Miss D.L. Du Randt

CLOSING DATE: 08 December 2017 at 16:00

NOTE: Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. If you have not been contacted within four (4) weeks hereof, please consider your application as not being accepted.

Due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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)

MANAGEMENT ECHELON

POST 48/214: HEAD CLINICAL UNIT – INTERNAL MEDICINE REF NO: PSH 07/2017

SALARY: Grade 1 – R1 550 331 - package (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Plus 22% rural allowance and Commuted overtime

CENTRE: Port Shepstone Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a specialist /or Registration with the HPCSA as a Specialist with F.C.P Internal medicine (or equivalent). Current registration with HPCSA for 2017. Three (3) years post registration experience as a Specialist in Internal medicine Recommendation Must be willing to reside in the UGu District Knowledge Skills Experience Outstanding clinical skills in field of Internal Medicine preferably obtained in public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for Internal Medicine. Quality Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communications skills. Mentoring, coaching, facilitation, teaching and training skills. General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing Knowledge of relevant protocols, policies, legislation and guidelines

DUTIES: Must have knowledge of being able to provide Cost Effective and appropriate Internal Medicine service at a Regional hospital. Provision of specialist Internal Medicine services to PHC / CHC and District Hospitals within UGu. Capacity building in district hospitals and provision of outreach services with the focus on improving services. Provide Intern, Doctor’s and nurse Supervision. Post Graduate Internal Medicine development and strengthening. Develop a training programme for under – and post graduates. Clinical Quality: conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate admissions, referrals for specialty. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, open days and customisation of services. Systems: Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Health Information and Research: Monitor and evaluate disease profile, setting up of database for chronic conditions, conduct relevant research. To perform compulsory overtime duties in line with hospital needs.

EQUIRIES: Dr. PB Dlamin Tel No: (039) 688 6208 / 6147 or 039 688 6000
POST 48/215 : MEDICAL SPECIALIST GRADE 1/2/3 REF NO: PSH 10/17 (EMERGENCY MEDICINE & TRAUMA)

SALARY : Medical Specialist Grade 1: R 991 857. – R 1 052 712 per annum.
Medical Specialist Grade 2: R 1 134 069. – R 1 203 666. per annum.
Medical Specialist Grade 3: R 1 316 136. - R 1 645 464. per annum.
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime
(conditions applies)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Senior certificate. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Emergency Medicine & Trauma. 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 HPCSA as a Specialist in Emergency Medicine & Trauma. Grade 2 Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine & Trauma. Grade 3 Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine & Trauma. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills, Training and Competencies Clinical knowledge, competency and skills in department of Accident, Trauma & Emergency Medicine. Sound knowledge of medical ethics. Good communication skills, leadership and decision making qualities. Ability to diagnose common medical and trauma problems. Knowledge of current Health and Public Service Legislation, regulations and Policies. Concern for excellence.

DUTIES : Provide specialist services in designation area of responsibility within accepted guidelines and protocols. Perform, interpret and report procedures and studies with designated specialty. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Capacity building in district hospitals and provision of outreach services with focus on improving medical services. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for specialty. Active participation in continuing medical education programs. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Accident, Trauma & Emergency Medicine Department where services are rendered. Participate in undergraduate teaching of Accident, Trauma & Emergency Medicine

EQUIRIES : Dr. M Panajatovic Tel No (039) 688 6147 or 039 688 6000

POST 48/216 : MEDICAL SPECIALIST GRADE 1/2/3 (PAEDIATRICS) REF NO: PSH 15/17

SALARY : Medical Specialist Grade 1: R 991 857. – R 1 052 712 per annum.
Medical Specialist Grade 2: R 1 134 069. – R 1 203 666. per annum.
Medical Specialist Grade 3: R 1 316 136. - R 1 645 464. per annum.
(The All-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits 22% of basic salary – Rural Allowance & Commuted Overtime
(conditions applies)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Senior certificate. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Paediatrics Registration certificate with the HPCSA as a Medical Specialist in Paediatrics. 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 HPCSA as a Specialist in Paediatrics. Grade 2 Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics Grade 3 Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills, Training and Competencies Sound knowledge and appropriate experience in all aspect of Paediatrics including Neonatology. Ability to teach and supervise junior staff. Good
administer, leadership, decision making and communication skills. Ability to work in a team. Sound knowledge of medical ethics. Knowledge of Health and Labour legislation. Capacity to build and maintain relationships. Cross cultural awareness.

**DUTIES:** Participate in on-going provision and supervision of Paediatrics and Neonatal services in Port Shepstone hospital and other Ugu district health facilities. Provide expert opinion where required. Promote and participate in outreach programmes in the feeder district hospitals and CHCs. Training and supervision of the medical officers, interns and other staff categories. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Provide after hour service in accordance with commuted overtime contract and needs of the department. Maintain professional and ethical standards. Assist head of clinical unit in Paediatrics regarding administrative matters. Auditing and gathering of relevant statistics including Mortality and Morbidity. Provision of an adequate regional referral service.

**REQUIREMENTS:**
- Senior certificate, MBchB degree, Registration certificate with the HPCSA as a Specialist in Radiology, Current HPCSA Registration card 2017 – 2018. Registrars who have completed their training may also apply on conditions applies.
- Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

**CENTRE:** Port Shepstone Hospital

**SALARY:**
- Medical Specialist Grade 1: R 991 857. – R 1 052 712 per annum.
- Medical Specialist Grade 2: R 1 314 069. – R 1 203 666. per annum.
- Medical Specialist Grade 3: R 1 645 464. per annum.

(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)

**POST 48/217:** MEDICAL SPECIALIST GRADE 1/2/3 - (RADIOLOGY) REF NO: PSH 03/17

**EQUIRIES:**
- Dr. M Moodley 039 688 6098 / Dr. M Panajatovic (039) 688 6147 or 039 688 6000

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**POST 48/218:** MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 48/2017 – 01 POST

Directorate: Dept. of Obstetrics and Gynaecology

(Persons with disabilities and African females are encouraged to apply)

**SALARY:**
- GR 1: R 991 857.00 – R 1052 712.00 p.a. (All inclusive salary package) plus commuted overtime. None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist

**CENTRE:** King Edward VIII Hospital (KEH)

**REQUIREMENTS:**
- MBCHB degree or equivalent. Plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2017/2018) Knowledge, Skills, Training And Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current
DUTIES

Key Performance Areas: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department.

ENQUIRIES

Dr. S.A. Moodley - 031 3603854

APPLICATIONS

All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

NOTE

The following documents must be submitted:(a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website (www. kznhealth.gov.za), Certified copies (recent, not more than 3 months) of all original documents must be attached to your application form including, Identity document (RSA), Matric Certificate/Grade 12/Senior Certificate, Highest educational qualifications and professional registration certificates, Proof of current (2017) registration with South African Nursing Council, Unendorsed valid driver's licence, Curriculum Vitae, Certificate(s) of service from previous employer(s).

CLOSING DATE

08 December 2017

OTHER POSTS

POST 48/219

PRINCIPAL OF NURSING COLLEGE: SINGLE NURSING CAMPUS: REF NO: KEH 2/2017

Directorate: King Edward VIII Campus

SALARY

R851 463. per annum all inclusive package

CENTRE

King Edward VIII Nursing Campus (KEH)

REQUIREMENTS

Senior Certificate/Grade 12 Plus, current registration (2017) with SANC as a General Nurse, Midwife/Accoucher, and Community Plus, post Basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus, in possession of an unendorsed valid RSA Driver's License (Plus, a minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus at least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Recommendations: Masters' Degree in Nursing, basic Computer Literacy (certificate required) Knowledge, Skills, Training And Competencies Required: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation, have excellent communication skills (written & verbal) and presentation skills, in depth knowledge of nursing education programs and curriculum, proficiency in teaching and assessment in Nursing Education including evaluation approaches, knowledge of policy development, interpretation, implementation monitoring and evaluation, sound conflict and decision making / problem solving skills, willingness to travel, good research and analytical skills, good managerial and interpersonal skills.

DUTIES

Key Performance Areas: Develops an integrated plan for all nurse training programs in the Campus, maintains all clinical records and reports of learners, provides and manages all resources to facilitate learning and teaching, maintains appropriate nursing standards based on current legislation and guidelines, manages and controls the Campus Budget, plans and implements theoretical and clinical instruction and evaluation of learners, ensures control of discipline and deal with grievances in the Campus, plans and implements student clinical accompaniment, formulates and analyses policies and its enforcement, monitors, evaluates and assesses Performance Management and Development of staff, undertakes quality promotion initiatives within the Campus, develops reviews and implements the strategic plan of the Campus.
plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications.

ENQUIRIES: Ms. E.N. Hlongwa – Tel No: 031 264 7800

APPLICATIONS: All applications must be forwarded to the Registrar, King Edward VIII Campus, Private Bag X02, Congella, 4013 (hand delivered to King Edward VIII Hospital HR), Attention: Mrs. D. Naidoo

NOTE: The following documents must be submitted: (a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website (www. kznhealth.gov.za), (b) Certified copies (recent, not more than 3 months) of all original documents must be attached to your application form including, Identity document (RSA), Matric Certificate/Grade 12/Senior Certificate, Highest educational qualifications and professional registration certificates, Proof of current (2017) registration with South African Nursing Council, Unendorsed valid driver’s licence, Curriculum Vitae, Certificate(s) of service from previous employer(s)

CLOSING DATE: 08 December 2017

POST 48/220: PHARMACIST GRADE 1 REF NO: HRM 50/2017 – 01 POST

Directorate: Pharmacy Dept.

SALARY: GR 1: R 615 945. – R 653 742. per annum. (All-inclusive salary package) 3 years appropriate/relevant experience after registration as a Pharmacist with SAPC

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: Degree/Diploma in Pharmacy/Senior Certificate or equivalent qualification PLUS minimum of three (3) years appropriate/relevant experience after registration as a Pharmacist with the SAPC PLUS current proof of registration with the SAPC as a Pharmacist (certified copies of SAPC certificate and proof of annual payment) PLUS proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (Certificate of service must be attached as proof of experience) Recommendation: A minimum of three (3) years working in a public sector healthcare establishment (hospital/CHC) Knowledge, Skills, Training And Competencies Required:

Knowledge of Acts, current Health and Public Service Legislation, regulations and policies and the ability to comply with applicable legislations, understanding and knowledge of policies and procedures including Good Pharmacy Practice, National Drug Policy, Essential Drug List and Standard Treatment Guidelines, good knowledge of the National ARV treatment programme, appropriate clinical and theoretical knowledge, sound communication and computer skills, project and time management skills, ability to supervise staff and manage conflict and apply discipline, ability to coordinate productivity to improve service delivery, ability to be part of the inter active team, generate and maintain team spirit, sound decision making, ethical and innovative skills, computer literacy, good communication and interpersonal skills

DUTIES: Key Performance Areas: provide accurate, efficient, comprehensive and cost-effective Pharmaceutical Services at King Edward VIII Hospital in line with the National, Provincial and District strategies and priorities, assist with the formulation and implementation of Standard Operating Procedures for Pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines, assist implementation of the EML/SGTs program, retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, provide training programmes to Pharmacist interns and Pharmacy Support personnel, assist in coordination of activities of essential Medicines Program including Pharmacy and Therapeutics committee, conduct service assessment and implementation quality improvement programs, perform stand by after hours, weekends and public holidays, ensure continuous monitoring of morbidity and mortality through clinical audits, ensure proper drug supply management including the control of schedule 5&6 medicine, ensure that cost effective pharmaceutical service delivery is maintained within the hospital, ensure effective distribution and control of medicines to ward by doing ward visit and issuing stock to wards, provide pharmaceutical advice to patient and professional colleagues, assist in compilation of monthly financial and other report as required by the Pharmacy manager or her delegates, Assist in compilation of monthly financial and other report as required by the Pharmacy manager or her delegate, ensure compliance with policies and procedures relating to cost effective procurement, storage, control and distribution of pharmaceutical.

ENQUIRIES: Mrs. S.Q. Matibela –Tel No: 031 3603177
APPLICATIONS

All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

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.

CLOSING DATE

08 December 2017

POST 48/221

OPERATIONAL MANAGER NURSING – SPECIALITY ICU, CCU REF NO: PSH 12/17 (1 POST)

SALARY

R499 953 - per annum plus 12% Rural allowance

CENTRE

Port Shepstone Regional Hospital

REQUIREMENTS

Matric certificate, Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as General Nurse for 2017, SANC receipt for 2017 and 2018. A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Critical Care Nursing Science after registration in that specialty. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Acts, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the public service, knowledge of HR and Financial policies and practices such as: skills development act, public service regulations, labour relations act. Good communication, report writing and facilitation skills. Co-ordination, liaison and networking skills. Leadership, problem solving and negotiation skills. Planning and organizing skills. Computer skills

DUTIES

Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Provision of safe and therapeutic environment for patients in the operating theatre. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Monitoring and evaluation of data management and its impact on planning.

ENQUIRIES

Mrs TG Mkhize Tel No: (039) 688 6117 or (039) 688 6000

NOTE

Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. The Appointment Is Subject To Positive Outcome Obtained From The Nia To The Following Checks: Security Clearance, Credit Records, Qualification, Citizenship And Previous Experience Employment Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

CLOSING DATE

08 December 2017 at 16:00

POST 48/222

OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: PSH 13/17(1POST)

SALARY

R499 953 – Per Annum. Plus 12% rural allowance

CENTRE

Primary Health Care (Mobile Team)
Requirements: Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2017. Valid code 08 (EB) drivers licence Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act.

Duties: Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify transversal primary health care and systems barriers including emerging health trends in the service with a view to ensure corrective action at appropriate levels. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented.

Enquiries: Mr. LG Nyawo Tel No: 039 682 5343

Note: Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. The Appointment Is Subject To Positive Outcome Obtained From The Nia To The Following Checks: Security Clearance, Credit Records, Qualification, Citizenship And Previous Experience Employment Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

Closing Date: 08 December 2017 at 16:00

Post 48/223: Operational Manager Nursing (PHC Stream) Ref No: PSH 14/17 (1 Post)

Salary: R499 953 – per annum. Plus 12% rural allowance

Centre: St Faiths Clinic

Requirements: Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2017 Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act.

Duties: Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify transversal primary health care and systems barriers including emerging health trends in the service with a view to ensure corrective action at appropriate levels. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the hospital as well as from shared corporate service providers attached to.
the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented.

ENQUIRIES: Mr. LG Nyawo (039-6825343)
NOTE: Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. The Appointment Is Subject To Positive Outcome Obtained From The Nia To The Following Checks: Security Clearance, Credit Records, Qualification, Citizenship And Previous Experience Employment Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

Closing Date: 08 December 2017 at 16:00

POST 48/224: OPERATIONAL MANAGER: SPECIALITY: REF NO: HRM 49/2017 – 01

Directorate: Dept. Of Obstetrics and Gynaecology
People with Disabilities and Males are encouraged to apply

SALARY: GR 1: R 499 953. – R 562 698. per annum Other Benefits: Medical Aid [optional], housing allowance: employee must meet prescribed requirements

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: Senior certificate (Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Orthopaedic Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in advanced midwifery and neonatal nursing science, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendations: Nursing management will be an added advantage Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, knowledge of nursing statutes and relevant legal framework, good report writing and facilitation skills, good communication, interpersonal relations, problem solving, conflict management skills, good knowledge of women health protocols and guidelines

DUTIES: Key Performance Areas: Ensure the provision of an effective and efficient quality patient care, coordination of optimal holistic specialized nursing care provided within set and legal framework, manage effective utilization and supervision of human, financial, physical and material resources, participate and ensure implementation of national Core Standards, National Health Priorities and quality improvement initiatives, ensure perinatal meeting run effectively, oversee all aspects related to mother and child (MBFHI, CARMA, PMTCT, etc), ability to do presentation at District level, provision of effective support to nursing services, ensure that control and discipline is maintained in the units, participates in the formulation and implementation of nursing guidelines, standards and procedures, coordination of effective training and research, maintaining professional growth/effective standards and self-development

ENQUIRIES: Mr. BB Khoza 031 360 3026
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

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.

CLOSING DATE: 08 December 2017

POST 48/225: OPERATIONAL MANAGER: SPECIALITY: REF NO: HRM 51/2017 – 01 POST
Directorate: Dept. Of Paediatrics
People with Disabilities and African males are encouraged to apply

SALARY: GR 1: R 499 953. – R 562 698. per annum Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: Senior certificate (Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as a Neonatal Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Neonatal or advanced in midwifery, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendations: Nursing Management Will Be An Added Advantage. Knowledge, Skills, Training And Competencies Required: Knowledge of psychiatric Nursing, knowledge and insight into nursing processes and procedures, knowledge of public Service Acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of Conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients Right Charter, knowledge of National Core Standards, ability to supervise, teach and manage staff, an understanding of the challenge facing Public Health Sector, ability to provide monitoring and coaching to her/his Supervisees

DUTIES: Key Performance Areas: Assist in planning/organizing and monitoring of objective of specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance, ensure continuity of patient on all levels, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change lists, day and night duty roster and input for leave, assist in orientation, induction and monitoring of all nursing staff, to promote patient related data and partake in research, promote quality specialized nursing care ad directed by scope of practices and standards determined by relevant specialty, to assist with relief duties of the supervisor and partake in overall specialized unit functions i.e. teambuilding, effective and efficient management of all resources, to work effective and amicable, at a supervisory level with person of diverse intellectual, cultural, racial or religious differences.

ENQUIRIES: Mr.B.B.Khoza – Tel 031 360 3026

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

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 APR0/1/2006. 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.

CLOSING DATE : 08 December 2017

POST 48/226 : CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 16/17 (1 POST)

SALARY : Grade 1 – R 340 431 per annum. Plus 12% rural allowance. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

Grade 2 – R 418 701 per annum. Plus 12% rural allowance. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specialty after obtaining the one (1) year post basic qualification in the relevant specialty.

CENTRE : Assisi Clinic

REQUIREMENTS : Senior certificate, Degree/Diploma in General nursing and Midwifery PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with SANC as General Nurse and Midwife, Current SANC receipt for 2017 Knowledge, Skills and Experience Knowledge of SANC rules and regulations, Scope of practice, Labour Relations, Good communication and interpersonal skills. Ability to function well within a team.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : MR LG Nyawo Tel No: 039 682 5343

NOTE : Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. The Appointment Is Subject To Positive Outcome Obtained From The Nia To The Following Checks: Security Clearance, Credit Records, Qualification, Citizenship And Previous Experience Employment Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

CLOSING DATE : 08 December 2017 at 16:00

POST 48/227 : CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 17/17 (1 POST)

SALARY : Grade 1 – R 340 431 per annum. Plus 12% rural allowance. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

Grade 2 – R 418 701 per annum. Plus 12% rural allowance. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specialty after obtaining the one (1) year post basic qualification in the relevant specialty.

CENTRE : Port Shepstone Mobile
**DUTIES**

Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work extended hours as directed by standards at primary health care facilities.

**REQUIREMENTS**

Knowledge of SANC rules and regulations. Scope of practice, Labour Relations, Good communication and interpersonal skills. Ability to function well within a team.

**CENTRE**

South Port Clinic

**SALARY**

Grade 1 – R 340 431 per annum. Plus 12% rural allowance A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

Grade 2 – R 418 701 per annum. Plus 12% rural allowance A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specialty after obtaining the one (1) year post basic qualification in the relevant specialty.

**NOTE**

Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. The Appointment Is Subject To Positive Outcome Obtained From The NIA To The Following Checks: Security Clearance, Credit Records, Qualification, Citizenship And Previous Experience Employment Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

**POST 48/228**

CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 18/17 (1 POST)

**ENQUIRIES**

MR LG Nyawo Tel No: 039 682 5343

Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

**CLOSING DATE**

08 December 2017 at 16:00
differences. Display a concern for patients, promoting and advocating proper
treatment and care including willingness to respond to patients' needs and
expectations according to Batho Pele Principles. Promote quality of nursing
care as directed by standards at primary health care facilities. The incumbent
will be expected to work extended hours.

ENQUIRIES : MRS WN Mlaba Tel No: 039 682 3498
NOTE : Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates
Who Attended Interviews. The Appointment Is Subject To Positive Outcome
Obtained From The Nia To The Following Checks: Security Clearance, Credit
Records, Qualification, Citizenship And Previous Experience Employment
Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To
Candidates Who Attended Interviews.

CLOSING DATE : 08 December 2017 at 16:00
POST 48/229 : CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 19/17 (1 POST)

SALARY : Grade 1 – R 340 431 per annum. Plus 12% rural allowance A minimum of 4
years appropriate/recognizable experience in nursing after registration as
Professional Nurse with SANC in General Nursing, Midwifery +1 year post
basic qualification in Clinical Nursing Science, Health Assessment, Treatment
and Care.
Grade 2 – R 418 701 p.a. Plus 12% rural allowance A minimum of 14 years
appropriate/recognizable experience in nursing after registration as
Professional Nurse with SANC in General Nursing & Midwifery + 1 year post
basic qualification in Clinical Nursing Science, Health Assessment, Treatment
and Care. At least 10 years of the period referred to above must be appropri
/recognizable experience in the specialty after obtaining the one (1) year post
basic qualification in the relevant specialty

CENTRE : Marburg Clinic
REQUIREMENTS : Senior certificate, Degree/Diploma in General Nursing and Midwifery PLUS 1
year post basic qualification in Clinical Nursing Science, Health Assessment,
Treatment and Care. Registration with SANC as General Nurse and Midwife,
Current SANC receipt for 2017. Knowledge, Skills and Experience Knowledge
of SANC rules and regulations. Scope of practice, Labour Relations, Good
communication and interpersonal skills. Ability to function well within a team
DUTIES : Provide quality comprehensive Primary Health care by promoting
preventative, curative and rehabilitative services for the clients and
community. Perform clinical nursing practice in accordance with the scope of
practice and nursing standards for primary health care. Utilize human, material
and physical resources effectively and efficiently. Administrative service such
as providing accurate statistics for evaluation and future planning, identifying
needs for financial planning and indirect control of expenditure as an integral
part of planning and organization. Motivate staff regarding development in
order to increase level of expertise and assist patients and families to develop
a sense of self care. Provide safe and therapeutic environment as laid down
by the Nursing Act, Occupational Health and Safety Act and all other
applicable prescripts. Develop and ensure implementation of nursing care
plans. Participate in clinical records audits. Work effectively, co-operatively
and amicably with persons of diverse intellectual, cultural, racial or religious
differences. Display a concern for patients, promoting and advocating proper
treatment and care including willingness to respond to patients' needs and
expectations according to Batho Pele Principles. Promote quality of nursing
care as directed by standards at primary health care facilities. The incumbent
will be expected to work extended hours.

ENQUIRIES : MRS WN Mlaba 039 682 3498
NOTE : Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates
Who Attended Interviews. The Appointment Is Subject To Positive Outcome
Obtained From The Nia To The Following Checks: Security Clearance, Credit
Records, Qualification, Citizenship And Previous Experience Employment
Verifications. Due To Financial Constraints, S&T Claims Will Not Be Paid To
Candidates Who Attended Interviews.

CLOSING DATE : 08 December 2017 at 16:00
POST 48/230 : LECTURER: KING EDWARD VIII NURSING CAMPUS: REF NO: KEH NTC
1/2017 – 02 POSTS
Directorate: Medical and Surgical Science, Trauma and Emergency Nursing
Science, Child Nursing Science

SALARY : PND 1:R340 431.00-R394 665. per annum,
111

CENTRE

: King Edward VIII Nursing Campus (KEH)

REQUIREMENTS

: An appropriate Degree/ National Diploma as a General Nurse & midwife, post- Basic qualification in Nursing Education. Diploma in Medical & Surgical Nursing Science – SANC (R212), Trauma and Emergency Nursing, Diploma in Child Nursing Science – SANC (R212), proof of current registration (2017) with South African Nursing Council, in possession of an unendorsed valid RSA Driver’s License (Code EB) (manual), a minimum of four (4) years appropriate/recognition experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) OR a minimum of fourteen (14) years appropriate/recognition experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Knowledge, Skills, Training And Competencies Required: Have in-depth knowledge of procedures and processes related to Trauma & Emergency Nursing, Child Nursing science, possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, knowledge of nursing education programmes and curriculum, proficiency in teaching and assessment in Trauma &Emergency nursing science ; Child Nursing Science and evaluation approaches, possess good communication (written & verbal) and presentation skills, computer literacy.

DUTIES

: Key Performance Areas: Provide education and training to students, coordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine learner’s competencies, exercise control over students Directions to Candidates:

ENQUIRIES

: Miss S.M. Mkhize - 031 3603106

APPLICATIONS

: All applications must be addressed to the Mrs. D. Naidoo (Registrar-Academic) and posted to King Edward VIII Campus, Private Bag X02, Congella, 4013

NOTE

: The following documents must be submitted: Completed application form Z 83 obtainable from all Public Service Departments. Faxed applications would not be accepted. No registered mail would be accepted, recently (not older than 3 months) certified copy of: Z83, Curriculum Vitae, Grade 12 or equivalent certificate, Nursing degree or Diploma, registration certificate with SANC as a General Nurse, Midwife, Nurse Educator and Trauma & Emergency ; Child Nursing Science, SANC License to practice 2017, Identity document (RSA), RSA Driver’s License (code EB) not copies of certified copies, failure to comply with the above instructions will result in disqualification

CLOSING DATE

: 08 December 2017

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of Kwa – Zulu Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver’s licence, computer literacy, experience and/or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application

APPLICATIONS

: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to : Director : Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs BG Mahlaba. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg

CLOSING DATE

: 08 December 2017

NOTE

: Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with / adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar- coded ID (passports will not be accepted) and valid South African drivers licence. Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicant’s
responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate’s personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department’s Employment Equity targets.

OTHER POSTS


SALARY : R657 558 per annum (Middle Management Services All Inclusive remuneration package) Level 11

CENTRE : Southern Region: Harry Gwala District Office (Ixopo).

REQUIREMENTS : a relevant, accredited three-year Degree or National Diploma in the built environment plus a minimum of 3 years’ experience inclusive of supervisory experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).


ENQUIRIES : Mr TL Mchunu Tel No: (033 8971422)

POST 48/231 : CONTROL WORKS INSPECTOR: STRUCTURAL REF: CWI/AMJ/2017

SALARY : R417 552 per annum (Level 10)

CENTRE : Amajuba District Office – Newcastle

REQUIREMENTS : Matric plus National Diploma (T/N/S streams) or equivalent or an N3 plus a passed trade test in the building environment/ Registration as an Engineering Technician. Minimum of six (6) years appropriate experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation. A valid driver’s licence (manual transmission).

DUTIES : Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Ensure that relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works program. Supervise performance and conduct of subordinates. Skills: Willingness to work long hours and travel long distance, Good verbal and written communication skills, Project and programme management, Stakeholder and financial management and knowledge of procurement processes.

ENQUIRIES : Mr S. Mncandi Tel No: (034-312-9188)

POST 48/232 : ASSISTANT DIRECTOR: ZULULAND SUB DISTRICT OFFICE REF NO: AD/ZSD/VRY/11/2017

SALARY : R417 552 per Annum (Level 10)

CENTRE : Zululand Sub-District Office - Vryheid

REQUIREMENTS : Grade 12 or Equivalent plus an appropriate 3 years Bachelor Degree/ National Diploma including a minimum of 3 years relevant managerial experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).
**DUTIES**

Key Performance Areas: Manage works inspection services. Manage building maintenance services. Monitor financial administration and supply chain management services. Manage general administration support services. Manage all projects and ensure implementation of policies and procedures for the Sub-District. Manage the resources of the Sub-District.

Recommendations: Willingness to work long hours and travel long distance, Good verbal, written and communication skills, Project and programme management, Stakeholder and financial management and knowledge of procurement processes.

**ENQUIRIES**

Mr. MG Mcanyana Tel No: (035 879 8300)

**POST 48/233**

**ASSISTANT DIRECTOR PRE-BID AND ADJUDICATION REF NO: ASD/PREB/11/2017**

**SALARY**

R334 545, per annum (Level: 09)

**CENTRE**

North Coast Region - Ulundi

**REQUIREMENTS**

Grade 12 or equivalent plus a relevant Degree/National Diploma plus a minimum of 3 years’ appropriate relevant experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid Driver’s licence (manual transmission).

**DUTIES**

Key Performance Areas: Manage the placement of advertisement and opening of Bids. Control the adjudication of Bids. Monitor and control over tax clearance database and the provision of bank ratings. Ensure correctness of tender documentation. Manage the human resources of the component.

Recommendations: Knowledge of wide range of work procedures such as Financial Management System - PFMA. Procurement Act and Regulations Computerized stores system. Norms and standards. Training, Planning and Organising. Communication skills.

**ENQUIRIES**

Mr. ZM Nkosi Tel No: (035 874 2080)

**POST 48/234**

**ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: AD/RM/11/2017**

**SALARY**

R334 545 per annum (Level 9)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**

Grade 12 or equivalent Plus a relevant Degree or National Diploma with Accounting and or / Auditing / Internal Auditing/ Risk Management as major subjects. Minimum of 3-5 years’ experience in a Risk Management/ Auditing and Risk Management field. Computer literacy in Word processing, Spreadsheet, Presentation and e-mail software packages. A valid manual driver’s licence (manual transmission).

**DUTIES**


**ENQUIRIES**

Ms R. Harris Tel No: (033-355 5499)

**POST 48/235**

**ADMINISTRATIVE OFFICER: ACQUISITION AND DISPOSAL REF NO: AO/ADC/2017**

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Midlands Regional Office (Ladysmith)

**REQUIREMENTS**

grade 12 or equivalent plus a minimum of 3 years relevant experience in the property management environment. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).

**DUTIES**

Key Performance AREAS: Co-ordinate the eviction processes. Administer lease agreements and rentals. Administer payments of property rates and

**ENQUIRIES**: Mr. PEM Shozi tel Tel No: (036-638-8278)


**SALARY** : R281 418 per Annum (Level 8)

**CENTRE** : Southern Regional Office - Pietermaritzburg and North Coast Region - Ulundi

**REQUIREMENTS** : Grade 12 or equivalent. Bachelor’s Degree in Behavioural Science (Social Work/Clinical/Industrial Psychology). Registration with a relevant statutory body plus a minimum of 1 year’s appropriate, relevant experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).

**DUTIES** : Key Performance Areas: Administer the Employee Health and Wellness Programme in the Region. Co-ordinate special programmes. Implement and provide inputs in terms of policy development. Supervise staff. Skills, Knowledge and Competencies: Candidates must display the following skills, Communication, interpersonal relations, counselling, confidentiality and code of ethics, negotiation, decision making, organizational, problem solving, motivational, presentation and report writing. Knowledge of all relevant policies and legislation.

**ENQUIRIES** : Mrs. NOZ Goba Tel No :( 033 8971342) or Ms. TK Ndlovu Tel No :( 035 874 2657)

**POST 48/237** : STATE ACCOUNTANT: BUDGET PLANNING AND REVENUE SERVICES REF NO: SA/B&E/11/2017

**SALARY** : R281 418 per annum (Level 8)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : Grade 12 or plus relevant Degree or National Diploma.1-2 years appropriate experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and outlook. . Valid driver's licence (manual transmission).

**DUTIES** : Key Performance Areas: Check and analyse budget and revenue collection reports and inputs. Liaise with Managers to obtain projections and MTEF. Prepare and submit applications for virements. Register budget on BAS and request reports from BAS .Supervise, train and develop staff. Skills: Communication (Written & Verbal), Problem solving, Interpersonal skills, Financial Management, Planning skills, ability to work under pressure. Knowledge of MTEF, GAAP, PERSAL. Treasury Regulations. Basic Accounting Systems (BAS).

**ENQUIRIES** : Mr Saley Tel No: (033 355 5502)

**POST 48/238** : STATE ACCOUNTANT – BOOKKEEPING REF NO: SABS/HO/11/2017

**SALARY** : R281 418 per annum (Level 8)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : A Grade 12 or plus an appropriate Degree or National Diploma in a Finance related field. Minimum of 3-5 years’ relevant experience. Computer literacy in Word processing, Spreadsheet, Presentation and e-mail software packages. A valid driver’s licence (manual transmission).


**ENQUIRIES** : Mrs P Duma Tel No: (033 355 5424)

**POST 48/239** : ADMINISTRATIVE OFFICER: VOUCHER CONTROL REF NO: A0/V/2017

**SALARY** : R281 418 per annum (Level 8)

**CENTRE** : Head Office, Pietermaritzburg
**REQUIREMENTS**

Grade 12 or equivalent and an appropriate and relevant Degree or National Diploma. Plus a minimum of 3 to 5 years’ experience. A valid driver’s licence. Computer Literacy in the following software packages, word processing, spreadsheet, presentation and outlook.

**DUTIES**

Key Performance Areas: Acquire and maintain all specimen signatures for all payments. Maintain all payroll control. Maintain full and proper records of the financial affairs of the department. Safe custody of all voucher as prescribed by Treasury Regulation. Make follow-ups of outstanding voucher with Metrofile and other offices. Provide reports for outstanding payroll and voucher and follow up outstanding. Provide support during the conduct of audits. Manage personnel under your responsibility. Skills: Report writing skills. Communication skills. Knowledge of EXCEL, BAS WIMS, PFMA and Treasury Regulations.

**ENQUIRIES**

Mrs. NP Phetha Tel No: (033-3555473)

**POST 48/240**

LABOUR RELATIONS PRACTITIONER: GRIEVANCES AND DISPUTES

**REF NO: LRA/HO/11/2017**

**SALARY**

R281 418. per annum (Level 8)

**CENTRE**

Head Office

**REQUIREMENTS**

Grade 12 plus an appropriate Bachelor’s degree or National Diploma and a minimum of 3-5 years relevant experience. Computer literacy in word processing, spreadsheet and presentation programmes. A valid driver’s licence (manual transmission).

**DUTIES**

Key Performance Areas: Administer and investigate grievances. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Maintain statistical records both manual and Persal records. Compile reports/submissions in respect of grievances, disputes and industrial action matters. Conduct compliance audits and compile reports. Promote sound collective bargaining processes within the Department. Requirements:

- Detailed knowledge of relevant prescripts and legislation.
- Good interpersonal skills.
- Presentation skills.
- Problem solving skills.
- Coordination and planning skills.
- Analytical thinking and research.
- Conflict management.
- Policy formulation. Investigation and Report writing skills.

**ENQUIRIES**

Mr M.G. Mdunge Tel No: (033-260-4124)

**POST 48/241**

SAFETY, HEALTH AND ENVIRONMENTAL OFFICER

**REF NO: SHEO/HO/11/2017**

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Head Office: Pietermaritzburg

**REQUIREMENTS**

Grade 12 or equivalent plus a Degree/National Diploma in Built Environment or equivalent coupled with SAMTRAC / SHEMTRAC. Three year’s appropriate experience in construction safety. Computer literacy in Word processing, Spreadsheet, Presentation and e-mail software packages. A valid driver’s licence (manual transmission).

**DUTIES**


**ENQUIRIES**

Mr. T.M. Khumalo Tel No :( 033) 355 5551

**POST 48/242**

HR SUPERVISOR

**REFNO: HRS/KCD/11/2017 NORTH COAST REGION | HRS/ET/11/2017 ETHEKWINI REGION (2 POSTS)**

**SALARY**

R226 611. per annum (Level 7)

**CENTRE**

King Cetshwayo District Office (Eshowe) & Ethekwini Region (District Office)

**REQUIREMENTS**

Grade 12 or equivalent and a minimum of three years’ relevant and appropriate experience. Computer literacy in the following software packages,
namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).

**DUTIES**

Key Performance Areas: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Monitor Human Resource Personnel records. Supervise Human Resource Staff. Recommendations: Basic knowledge of human resource duties, practices as well as the ability capture data, operate computer Basic knowledge and understanding of the legislative framework governing the Public Service. Good verbal and written communication skills. Persal knowledge.

**ENQUIRIES**

Mr. NT MathulaTel (035 474 2066) or MR M.C Luthuli (031 273 1700)

**POST 48/243**

**ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO:**

**AO/AUX/11/2017**

**SALARY**

R226 611 per annum (Level 7)

**CENTRE**

Midlands Region: Umzinyathi Sub - District Office

**REQUIREMENTS**

Grade 12 or equivalent plus 3 -5 years relevant experience. Computer Literacy in the following software packages, word processing, spreadsheet, presentation and outlook a valid driver's licence (manual transmission).

**ENQUIRIES**

Mr C.D. Mqadi (034-212-2133)

**POST 48/244**

**INFORMATION TECHNOLOGY SPECIALIST REF NO:**

**ER/ITS/11/2017**

**SALARY**

R226 611 per Annum (Level 7)

**CENTRE**

Ethekwini Region

**REQUIREMENTS**

Grade 12 or equivalent plus A+ and N+ certificate 3-5 years relevant experience, Computer literacy in the following software packages, namely Word processing, Spreadsheet, Presentation and Outlook. A valid driver's licence (manual transmission).

**ENQUIRIES**

Mr MR Mkhize (031) 203 2156

**POST 48/245**

**WORKS INSPECTOR: ELECTRICAL (2 X POSTS) REF NO:**

**WIE/UMK/11/2017 FOR UMKHANYAKUDE DISTRICT OFFICE (Mkuze)**

**WORKS INSPECTOR ELECTRICAL WIE/USUB/11/2017 FOR MIDLANDS: UMZINYATHI SUB - DISTRICT OFFICE**

**SALARY**

R183 558. per annum (Level 6)

**CENTRE**

Umkhanyakude District Office (Mkuze) & Midlands: Umzinyathi Sub - District Office

**REQUIREMENTS**

Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent, or an N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).

**DUTIES**

Key Performance Areas: Render a basic inspection service of work done on minor new existing structure on a project basis Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works programme (EPWP). Recommendations: Project management skills, Stakeholder management skills, sound communication skills, willingness to work extended hours.
ENQUIRIES

Ms. Pp Mbuyisa Tel No: (035 573 7000) Umkhanyakude district Office (Mkuze
Mr. Cd Mqadi Tel No: (034-212-2133) Midlands: Umzinyathi Sub - District
Office
ANNEXURE N

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity and Affirmative Action employer.

APPLICATIONS: All applications should be directed to: The Head of Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at 18 College Street, Office No. 60, Fidel Castro Building. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.

CLOSING DATE: 15 December 2017

NOTE: Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and identity Document. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. Applicants responding to internal circular should indicate the circular number as reference on the Z83 form. Successful candidates for posts at SMS level will be required to enter into a permanent employment contract and sign Performance Agreement with the Department of Health and will also be subjected to vetting. All the shortlisted candidates for SMS posts will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment [In compliance with the DPSA directive on the implementation of competency based assessments]. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 48/246: HEAD: EMERGENCY MEDICAL SERVICES [OSD] = 1 POST

SALARY: R1 355 916 per annum. (All-inclusive remuneration package)

CENTRE: Polokwane

REQUIREMENTS: Qualifications and Competencies MBChB. Current registration with the HPCSA as a Medical Practitioner [Attach copy]. Minimum of 3 years’ experience in Emergency and Casualty Medicine. A specialist in Emergency Medicine will be an added advantage. A minimum of 5 Years clinical experience post- community service. Valid driver’s license. [Attach copy]. Knowledge and skills: Clinical knowledge of emergency care. Knowledge of HPCSA protocols, disaster management, National Health Act and regulations relevant to EMS. Knowledge of Health related Acts and Regulations. Knowledge and understanding of the legislative framework governing the Public Service. Background in service delivery, turn-around and change management strategy. Good communication, report writing, facilitation, coordination, leadership and analytical skills.

DUTIES: Manage the planning, implementation, monitoring, evaluation and logistics for EMS (operational services, planned patient transport, communication, professional inspectorate, aero-medical services, emergency equipment and special operations). Coordinate and provide clinical governance for emergency medicine. Develop and implement EMS strategic and operational plans. Develop and implement a disaster management programme. Manage provincial operations in collaboration with private service providers. Manage resources allocated to EMS (human, financial and equipment). Implement EMS regulations in terms of the National Health Act. Develop a patient and resource data collection system in line with the National Information Dataset for EMS.

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 48/247: HEAD OF FORENSIC MEDICAL SERVICES = 1 POST

SALARY: R1 355 916. per annum (All-inclusive remuneration package)

CENTRE: Head Office (Polokwane)

REQUIREMENTS: Qualifications and Competencies: MBChB. A qualification in Medical Law or Diploma in Medical Ethics/Forensic Medicine/Clinical Forensic registered with...
the Health Professions Council of South Africa [HPCSA]. Minimum of 5 years clinical experience post community service in a Public Health facility environment. Minimum of 3 years’ experience in Forensic pathology/ clinical forensic and Medico-Legal medicine. A Specialist qualification will be an added advantage. Claims handling and Mediation experience will be an added advantage. Current registration with Health Professions Council of South Africa [HPCSA]. Valid driver’s license. [Attach copy].

Knowledge and Skills
Clinical knowledge of Forensic Medical Services. Knowledge of HPCSA protocols, Forensic Medical services management, National Health Act and regulations relevant to Forensic Medical Services. Knowledge and skills in the preparation of reports for Medico-legal cases. Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act, 1998 (Act 97 of 1998). Report writing, facilitation, co-ordination, interpersonal, leadership, analytical, good communication, liaison and networking skills. People, mentoring, financial and time management. Problem solving, Planning & organizing and Strategic planning skills. Team player. Personal Attributes: Ability to work well under pressure. Achievement and self-driven. Strategic thinker. Responsiveness, pro-activeness, professionalism, accuracy, flexibility and independent.

DUTIES: Containment of financial losses resulting from payments and settlements in respect of personal injury and public liability claims, i.e. manage and handle medico-legal claims against the Department. Develop and implement policies related to Medico-legal matters. Develop and manage an effective, globally implemented clinical risk management programme by co-ordinating matters relating to patient safety and clinical risk. Manage an ethical Provincial Forensic Pathology service and co-ordinate with the Forensic Pathology Services at all hospitals on all Medico-legal related issues. Discharge and fulfill statutory obligations related to Medico-legal issues. Co-ordinate and discharge obligations with respect to occupational health and impairment of Departmental employees. Fulfil all statutory obligations delegated to the Provincial Inspector of Anatomy. Provide an efficient and fully integrated advisory and support service including advisory support to all clinical services and institutions.

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 48/248: SENIOR CLINICAL MANAGERS: GRADE 1 = 12 POSTS

SALARY: R1 221 723. per.annum. ([All inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance.

CENTRE: Mokopane Hospital [1]
Lebowakgomo Hospital [1]
Donald Frazer Hospital [1]
Siloam Hospital, [1]
Malamulele Hospital [1]
Elim Hospital [1]
Letaba Hospital [1]
Nkhenansini Hospital [1]
WF Knobel Hospital [1]
St Rita’s Hospital [1] (R1 221 723. per.annum. [All inclusive remuneration package] plus 22% of basic salary ISRDS Nodes rural allowance)
Jane Furse Hospital [1] (R1 221 723. per.annum. [All inclusive remuneration package] plus 22% of basic salary ISRDS Nodes rural allowance)
Dilokong Hospital [1] (R1 221 723. per.annum. [All inclusive remuneration package] plus 22% of basic salary ISRDS Nodes rural allowance)

REQUIREMENTS: Qualifications and Competencies: MBChB; Current registration with the Health Professions Council of South Africa (HPCSA) as an independent Medical Practitioner; A minimum of eight (8) years appropriate experience as Medical Officer in a Public Health facility after registration with Health Professions Council of South Africa (HPCSA) as an independent Medical Practitioner. Minimum of 3 years management experience as a Clinical Manager and or head of clinical services. Valid driver’s license. [Attach copy].


DUTIES: Manage the Medical and Health Care Services. Coordinate clinical responsibilities with Medical Officers and Community Medical Officers, and provide duty roster. Provide both in-service & normal training and supervision.
to Medical Officers and Community Medical Officers in line with Departmental Training Policy. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Ensure that clinical protocols are readily available.

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 48/249: SENIOR CLINICAL MANAGER [HEAD OF INSTITUTION] = 2 POSTS

SALARY: R1 221 723. per annum. (All inclusive remuneration package) plus 18% of basic salary PSCBC rural allowance.
R1 221 723. per annum. (All inclusive remuneration package) plus 22% of basic salary ISRDS Nodes rural allowance.


REQUIREMENTS: Qualifications and Competencies: MBChB. Current registration with the Health Professions Council of South Africa (HPCSA) as independent Medical Practitioner. A minimum of eight (8) years appropriate experience as Medical Officer after registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Minimum of 3 years management experience as a Clinical Manager and or head of clinical services. A qualification in Administration will be an added advantage. Valid driver's license. attach copy]. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capacity and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Solid background of Epidemiology or demonstrative ability to use health information for planning. Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES: Accounting Officer of the institution. Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timely maintenance of facilities and equipment Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
CHIEF EXECUTIVE OFFICER: TERTIARY HOSPITAL = 2 POSTS

POST 48/250  

SALARY : R1 127 334, per annum. (All Inclusive remuneration package)
CENTRE : Pietersburg Hospital [1], Mankweng Hospital [1]
REQUIREMENTS : Qualifications and Competencies: A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). A post graduate degree in management or an administrative management with ten (10) years’ experience in Health Management environment. A minimum of five (5) years management experience in the health sector at least a senior management level. A valid drivers’ license is an inherent requirement (attach copy). Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competences: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus. Computer Literacy (Microsoft word/excel/ Power-point).

DUTIES : Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, Ensure that goods and services are procured in a cost effective and timely manner.

ENQUIRIES : should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6426 during office hours.

POST 48/251  

SALARY : R1 127 334, per annum. (All-inclusive remuneration package)
CENTRE : Head Office (Polokwane)

DUTIES : Provide strategic leadership in the development and review of strategies, systems and policies targeting to improve the provisioning of efficient and cost effective Pharmaceutical Services. Provide strategic leadership in the
development and review of strategies, systems and policies targeting to improve the provisioning of efficient and cost effective Laboratory and Blood Services. Manage the functioning of the Emergency Medical Services, including planned patient transfer, inter-facility transfers and Aero medical services. Ensure the provisioning of efficient and cost effective essential health technology equipment at all levels of care. Ensure the effective, efficient and economical management of allocated resources of the Chief Directorate should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

ENQUIRIES : should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 48/252 : CHIEF EXECUTIVE OFFICER: REGIONAL HOSPITAL = 2 POSTS

SALARY : R948 174. per annum. (All Inclusive remuneration package)

CENTRES : Mokopane Hospital [1]
            St Rita’s Hospital [1]

REQUIREMENTS : Qualifications and Competencies: A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). A post graduate degree in management or an administrative management with ten (10) years’ experience in Health Management environment. A minimum of five (5) years management experience in the health sector at least a middle management level. A valid drivers’ license is an inherent requirement (attach copy). Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competences: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES : Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES : should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 48/253 : CHIEF EXECUTIVE OFFICER: LARGE DISTRICT HOSPITAL = 2

SALARY : R948 174. per annum. (All Inclusive remuneration package)

CENTRE : Nkhensani Hospital [1]
          Siloam Hospital [1]
REQUIREMENTS: Qualifications and Competencies: A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). A postgraduate degree in management or an administrative management with ten (10) years’ experience in Health Management environment. A minimum of five (5) years management experience in the health sector at least at middle management level. A valid driver’s license is an inherent requirement (attach copy). Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competences: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6428 during office hours.

OTHER POSTS

POST 48/254: CHIEF EXECUTIVE OFFICER: MEDIUM DISTRICT HOSPITAL = 3

SALARY: R779 295. per annum. (All Inclusive remuneration package)

CENTRE: Jane Furse Hospital [1]
Mlamulele Hospital [1]
Kgapane Hospital [1]

REQUIREMENTS: Qualifications and Competencies: A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). A postgraduate degree in management or an administrative management with five (5) years’ experience in Health Management environment. A minimum of three (3) years management experience in the health sector at least at a junior management level. A valid driver’s license is an inherent requirement (attach copy). Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competences: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.
innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 48/255: OPERATIONAL MANAGER: EMERGENCY MEDICAL SERVICES (OSD) = 1 POST

SALARY: R781 611. per annum. [All-inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS: Qualifications and Competencies: B Tech in Emergency Care or equivalent qualification allowing registration as a Paramedic. Current registration with the HPCSA as a Paramedic. 5 Years’ experience after registration with the HPCSA as a Paramedic. Minimum 3 Years Management experience in the Emergency Medical Services environment. Valid driver’s license with Professional Driving Permit for Passengers. [Attach copy], Advanced Driving Training. [Attach copy], Knowledge and skills: Knowledge of relevant prescripts and applications of human resource management. Knowledge of BLS, ILS and ALS protocols. Knowledge of HPCSA and EMS regulations in terms of the National Health Act 2003 (Act 61 Of 2003), Knowledge of Medical Rescue. Knowledge of Planned Patient Transport. Knowledge of Aero-medical services. Good understanding of key EMS service delivery indicators. Computer literacy. Good communication and presentation skills.

DUTIES: Develop and implement EMS strategic and operational plans. Develop and implement standard EMS operating procedures and policy guidelines. Manage the provincial emergency care services. Develop event operational plans and respond to all major incidents. Manage resources allocated to EMS (human, financial and equipment). Implement EMS regulations in terms of the National Health Act Compile statistics in line with the National Information Dataset for EMS

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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 48/256: HEAD CLINICAL UNIT GRADE 1 (MEDICAL) (ENT, HEAD AND NECK)

SALARY: R1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

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

REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical specialist in Ear, Nose and Throat Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. After-hour duty in the department of Otorhinolaryngology. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Fellowship or experience in Head and Neck Surgery. Ability to teach, train and supervise students, Registrars and Medical Staff. Proven ability in conducting and supervising research. Proven exposure of engagement at all levels of care. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio. Note: No payment of any kind is required when applying for this post.

DUTIES: Manage the head and neck surgery division within the department of Otorhinolaryngology. Responsible to provide specialist care for in-and outpatientst and surgical procedures to head and neck patients in Tygerberg Hospital and surround. Take part in under-and postgraduate training. Supervise research activities and Active involvement in academic programme in department of Otorhinolaryngology. Maintain a strong, continually updated knowledge base in the discipline. Assist in administration work of the department.

ENQUIRIES: Prof J Loock, tel. no. (021) 938-9318
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Ms C Dawood
CLOSING DATE: 15 December 2017

POST 48/257: MANAGER: MEDICAL SERVICES

SALARY: R1 052 712 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational kills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource...
allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

**ENQUIRIES**

Dr B Eick, tel. no. (021) 404-6288

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mbilini

**CLOSING DATE**

15 December 2017

**OTHER POSTS**

**POST 48/258**

**ASSISTANT MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY OR ORTHOPAEDICS)**

**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 Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognisable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate/recognisable experience in the specific specialty 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 drivers 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 and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be expected to undergo a practical computer test.

**DUTIES**

Provide innovative leadership in the allocated area (Surgical pavilion inclusive of all wards dealing with all surgical disciplines, e.g. Ophthalmology, Orthopaedic, General Surgery and the Stomatherapy Department) 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 regards 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: 15 December 2017

POST 48/259: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

SALARY: R499 953 (PN-B3) per annum
CENTRE: Clanwilliam Community Day Clinic
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. A post-basic Nursing qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources, Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Note: No payment of any kind is required when applying for this post.

DUTIES: Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman-and Child Health and TB/HIV/AIDS/STI). Effectively manage support services which includes Information Management with regard to data collection, verification, report-writing and submission of data. Manage Human resources, i.e. supervise staff, development and performance management. Handle finance and supply chain management to ensure effective budgeting and control over infrastructure, maintenance and security. Efficient and effective PHC facility management and transport services. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES: Ms E Eygelaar, tel. no. (027) 213-4070
APPLICATIONS: The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION: Ms NW Smit
CLOSING DATE: 15 December 2017

POST 48/260: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Cape Winelands District

SALARY: R499 953 (PN-B3) per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE: PHC Facility in Witzenberg Sub-district
REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-Basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Management reserve the right to change placement to a different facility within the Sub-district. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES: Manage, control, act in facet of Health, support, security, Cleaning-Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procuring as well as the implementation of policies, prescripts and protocols regarding the mentioned
facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement. Collect, verify and timeously submit accurate statistics.

ENQUIRIES: Mr L Wawini, tel. no. (023) 316-9600
APPLICATIONS: The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION: Ms JB Salie
CLOSING DATE: 15 December 2017

POST 48/261: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)
Chief Directorate: General Specialist and Emergency Services

SALARY: R394 665 (PN-A5) per annum
CENTRE: Stikland Hospital (New Beginnings House)
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. 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. Ability to do standby duties. Competencies (knowledge/skills): Good interpersonnal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in at least two of the three official languages of the Western Cape. Familiarity with the Psycho-Social Rehabilitation Programme (PSR). Computer literacy (MS Word and Excel), (mentioned clearly in CV or attach proof). Note: No payment of any kind is required when applying for this post.

DUTIES: Manage the operational services needed relating to the nursing, cleaning, home based carers, infection control and waste management services in 3 units (Step up/down Facility; 2 Residential Wards). Manage all People Management matters of allocated staff, including supervision and Performance Management. Formulate and implement policies, prescripts and protocols regarding the mentioned facets. Ensure the implementation of a high quality psychosocial rehabilitation and recovery model. Manage material and financial resources. Collect, verify and timeously submit accurate statistics.

ENQUIRIES: Mr M Njongonkulu, tel. no. (021) 910-5360
APPLICATIONS: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION: Ms R Hattingh
CLOSING DATE: 15 December 2017

POST 48/262: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3
Chief Directorate: Metro District Health Services

SALARY: Grade 1: R 351 516 per annum,
Grade 2: R 414 069 per annum,
Grade 3: R 487 752 per annum
CENTRE: Du Noon Community Health Centre
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPSCA in Ultrasound Radiography. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage. 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 whom 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**: Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. Render support to supervisor.

**ENQUIRIES**

Mr W Caesar, tel. no. (021) 200-4500

**APPLICATIONS**

The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966

**FOR ATTENTION**

Mr F Le Roux

**CLOSING DATE**

15 December 2017

**POST 48/263**

CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (QUALITY ASSURANCE AND TRAINING)

Eden District

**SALARY**

Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum, (Plus a non-pensionable rural allowance of 8% of the basic annual salary)

**CENTRE**

Hessequa Sub-district, including Riversdale Hospital and PHC facilities

**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. Post-basic nursing qualification with a duration of at least one year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems with leadership and management skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape, as well as interpersonal skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection Prevention and Control (IPC) and Occupational Health and Safety. Teaching/presentation, training and assessment skills. Proficient in at least two of the three official languages of the Western Cape. Computer skills with working knowledge of MS Office and ability to apply programs. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test (competency based assessment). "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**: Manage the Quality Assurance Programme in the Hessequa Sub-district. Monitor and respond to consumer complaints and compliments. Analyse training needs, plan and coordinate clinical training, skills development and maintenance of competence interventions in the Hessequa Sub-district. Presentation facilitation and co-ordination of clinical service training programs at Hessequa Sub-district. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at Hessequa Sub-district. Effective leadership, management, governance and promotion of Departmental values. ENQUIRIES: Dr GJ Van Tonder. tel. no. (028) 713-8640
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 15 December 2017

POST 48/264: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)
Central Karoo District

SALARY:
Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE:
Beaufort West Hospital

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. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2017/2018.
Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic Nursing qualification as mentioned above.
Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practise. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates 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:
Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage Human and Financial resources. Participate in training, research and implementation of the department’s values. Participate in the collection and management of data. Promote quality nursing care. Implement infection control and health and safety legislations.

ENQUIRIES:
Mr TW Ntombana, tel. no. (023) 414-8200

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

FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 15 December 2017

POST 48/265: SENIOR ADMINISTRATIVE OFFICER: SUPPORT

SALARY:
R281 418 per annum

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualifications: Grade 12/Senior Certificate plus competencies. Experience: Appropriate Project/Contract/ Theoretical management or staff residence experience or both. Inherent requirements of the job: Willingness to work after-hours, when necessary. Sufficiently physically fit, healthy and able to walk long distances in the confines of the building and site. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good Presentation Skills. Excellent communication skills in at least two of the three languages of the Western Cape. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates. Facilities management course credential; Computer literacy – MS Package and autocad
programme credentials. Note: No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

DUTIES: Co-ordinate the PCU administration of the hospital. Assist with the Allocation, Audits and planning of space within the hospital. Assist with Architectural briefs. Assist with the management of contracts (monitoring and evaluation). Assist with Lease Administration. Assist with the drawing up of Memorandum of understandings and liaison with Property Management. Assist with the management of Residences and halls.

ENQUIRIES: Mr VC Rossouw, tel.no. (021) 404-6316
APPLICATIONS: The Chief Executive Office: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 22 December 2017

POST 48/266: ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
(1-year Contract)
Directorate: Supply Chain Management

SALARY: R226 611 per annum plus 37% in lieu of service benefits.
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualifications: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA’S) of the post. Experience: Experience in Supply Chain Management practices and systems with specific knowledge and exposure to the Transport environment. Inherent requirement of the job: Valid (Code B) driver’s licence. Competencies (knowledge/skills): Computer Literacy particularly in MS Word and Excel. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Excellent human relations abilities and telephone skills. Note: No payment of any kind is required when applying for this post. A competency test will form part of the interview process.

DUTIES: Responsible for the maintenance and overall condition of all Health’s Head Office transport fleet. Proper administration of fleet in relation to vehicle bookings, licencing, servicing, traffic fines, misuse, accidents, damages, invoicing and payments. Fleet Reporting. Maintain the vehicle asset register for the Head Office. Assist the Assistant Director with transport task team functions. Assist the Assistant Director with tasks assigned. Provide assistance and support to all government motor transport users. Ensure complete and accurate registering of driver details on the Fleetman system. Supervision of Staff.

ENQUIRIES: Ms B le Grange, tel.no. (021) 483-4260
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Ms C Dawood
CLOSING DATE: 15 December 2017

POST 48/267: ADMINISTRATION CLERK: SUPPORT
(Fees Department: Patient Administration (In- & Out- Patients))

SALARY: R152 862 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in a Fees or Hospital environment. Inherent requirement of the job: Willing to cover for colleagues in other areas. Competencies (knowledge/skills): Computer literacy, good communication and interpersonal skills. Ability to accept accountability, responsibility and work independently. Ability to work under pressure, strong sense of confidentiality. Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, Finance Instructions. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES: In-and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties, Hospital Fees policies and procedures including attending to patient queries (verbal and written). Various reception tasks or tasks assigned to you by immediate Supervisor from time to time. Responsible for handling and receiving of public money and Cash Collection and Banking of State Money. Admission, transfer and discharge of in-and out-patients as per PGWC Financial Instructions. Debit charge entries to invoices as per UPFS and
ENQUIRIES: Mr M Z Bardien, tel. no. (021) 404-3278
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 22 December 2017

POST 48/268: 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, Paarl

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. Will be required to work alone when required 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 at least 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 and practical test and a security clearance prior to appointment. 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:
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 Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Adhere to Standard Operating Procedures at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES: Ms DA Lukes, tel. no. (021) 862-2047
APPLICATIONS: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION: Mr B Wepener
CLOSING DATE: 22 December 2017

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE: 15 December 2017 @ 16:00
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POSTS

POST 48/269 : PROCUREMENT SPECIALIST: STRATEGIC SOURCING REF NO. PT 2017-18

SALARY : R334 545 per annum (Salary level 9)
CENTRE : Department of Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma in Finance/Economics/Commerce or Law; A minimum of 3 year’s appropriate experience in Supply Chain/ Asset Management. Recommendations: Experience in devising commodity strategies, strategic sourcing and transversal contracting; A valid driver’s licence. Competencies: Knowledge of the following: Government policy and procedure for supply chain management and / asset management; Supply Chain Management and moveable asset management systems; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Computer literacy in MS Office; Information management and high level negotiating skills; Ability to work under pressure and meet strict deadlines
DUTIES : Assessment of compliance to regulatory frameworks for supply chain management and / asset management and monitor departments capacity to give effect to service delivery goals and objectives; Cataloguing departments in terms of their capacity assessments, highlighting strengths and weaknesses as well as targeted areas that require interventions; Designing and implementing SCM and moveable asset management training interventions to develop skills and capacity within provincial departments; Provide supply chain and asset management training to key stakeholders inclusive of supplier development initiatives; Coordinate service discussions through helpdesks and different workshops as well as facilitate a platform for knowledge and information sharing to assist departments and stakeholders to develop SCM skill and capacity.
ENQUIRIES : Mr Z Hendricks at (021) 483 5243

POST 48/270 : PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO. PT 2017-19

SALARY : R334 545 per annum (Salary Level 9)
CENTRE : Department of Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year National Diploma in Finance/Economics/Commerce/Law; A minimum of 3 years' appropriate experience in Supply Chain Management; A valid drivers licence. Recommendations: Experience in Vendor Management and supplier development; Financial analysis and/or Risk Management. Competencies: Knowledge of MFMA and the Supply Chain Management Regulations; Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Analytical thinking, client focus and developing others.
DUTIES : Assess SCM Municipal Policy and monitor compliance thereof; Assist municipalities in providing them with SCM opinions and guidance; Designing and implementing SCM training Interventions to develop SCM skill and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of SCM at the Supply Chain Management Forums, focus groups and transversal district / commodity groups; Reporting of Procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism.
ENQUIRIES : Ms N Ebrahim at (021) 483 4748

POST 48/271 : ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT, REF NO. PT 2017-20

SALARY : R334 545 per annum (Salary Level 9)
CENTRE : Department of Provincial Treasury, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma in the fields of Commerce, Financial Management, Statistics, Knowledge Management or Informatics/ Information Systems/ Information and Communication Technology (ICT) with a minimum of 3 years’ relevant experience in Information Management; A valid Code B driver's licence. Recommendations: Experience in the following: Database Management and Administration; VBA (Visual basic for Applications); ICT infrastructure, architecture and frameworks; Project Management; Planning
and organising. Competencies: Knowledge of the following: Database Management and administration; Provincial and municipality budget and financial processes; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft Outlook); Strong interpersonal, collaborative and report writing skills; Outstanding planning, organising and people skills.

**DUTIES**: Provide a data support function for internal and external stakeholders with the view to budget preparation and support, including to ensure that comprehensive, high quality and up to date information is available; design, develop, maintain and monitor budget and performance databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Create and co-ordinate management reports in response to business user needs; Build capacity among users to utilise databases, data models and data repositories; Assist with the implementation of Corporate Governance of ICT Policy Framework.

**ENQUIRIES**: Mr I Batchelor at (021) 483 5703

**POST 48/272**: SYSTEM CONTROLLER, REF NO. PT 2017-22

**SALARY**: R334 545 per annum (Salary level 9)

**CENTRE**: Department of Provincial Treasury, Western Cape Government

**REQUIREMENTS**: 3-year National Diploma in Public Administration/ Finance with a minimum of 3 years’ appropriate experience. Recommendations: A valid driver’s licence. Competencies: Knowledge of Financial Management; Knowledge of Project Management; Proven computer literacy in MS Office; Analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation skills; Planning, organisational and coordinating skills; Problem solving and decision making skills.

**DUTIES**: Determine training needs; Planning and designing courses; Arranging training logistics, Course presentation and post-course administration for the Basic Accounting System (BAS); Assessing and maintaining the financial management system and timely identification of new system requirements and arrangements for system adaptations; Monitoring and reporting performance of the BAS; Implementing and monitoring the security measures of BAS; Accessibility to a fully operational help desk managed by skilled staff rendering service to all users; Development and implementation of an evaluation and capacitation plan; The implementation and management of an analytical tool for the detection of possible irregular fraudulent transactions on all transversal systems; Responsible for the Departmental System Controller functions specifically relating to the day-to-day management of transversal systems, to Provincial Treasury.

**ENQUIRIES**: Mr RCJ Mienie at (021) 483 4031

**POST 48/273**: PROCUREMENT SPECIALIST: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO. PT 2017-23

**SALARY**: R334 545 per annum (Salary level 9)

**CENTRE**: Department of Provincial Treasury, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma with a minimum of 3 years’ experience in supply chain management/ finance. Recommendations: Experience in providing public sector procurement training and supplier development initiatives or programmes; A valid driver’s licence. Competencies: Proven knowledge of public sector SCM legislation and policy frameworks; Working knowledge of the following: Vendor Management; Supplier development; Providing advice, guidance and support on implementation of SCM and Asset Management policy, norms and standards; Strategically review and analyse departmental SCM and moveable asset management policy against the requisite legislation and policy frameworks; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy.

**DUTIES**: Benchmarking best practice and reviewing legislative requirements to compile training material, presentations and practical guides to improve capacity and skill of SCM officials; Provide capacitation, development and support programme that will contribute to improve SCM capacity, capability and performance in the province; Provide capacity development and knowledge management services to external stakeholders (suppliers, sector bodies chamber of commerce) to capacitate, develop and improve sustainability of
supplier community; Devise responsive action plans to improve SCM financial maturity to desired levels.

**ENQUIRIES**: Ms T Soetzenberg at (021) 483 8221

**POST 48/274**: ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING, REF NO. PT 2017-27

**SALARY**: R334 545 per annum (Salary level 9)

**CENTRE**: Department of Provincial Treasury, Western Cape Government

**REQUIREMENTS**:
- An appropriate 3-year National Diploma with Accounting 3 as a major subject; A minimum of 3 years’ experience of municipal accounting in a finance department; A valid driver’s licence and a willingness to travel. Recommendations: Generally Recognised Accounting Practice (GRAP) experience; Completed articles; Working knowledge of Municipal Standard Chart of Accounts (MSCOA).
- Competencies: Knowledge of municipal accounting systems; Proven computer literacy; Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Problem Solving/Decision-making; Good numerical ability; Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Ability to work independently and part of a team.

**DUTIES**:
- Assess municipalities against the relevant Accounting Reporting Framework;
- Municipalities supported and monitored against MSCOA implementation;
- Roll out of municipal support interventions to municipalities;
- Conduct municipal financial assessments based on financial statements and other related data.

**ENQUIRIES**: Mr Z Hendricks at (021) 483 5243

**POST 48/275**: ELECTRONIC INFORMATION ANALYST, REF NO. PT 2017-13

**SALARY**: R226 611 per annum (Salary level 7)

**CENTRE**: Department of Provincial Treasury, Western Cape Government

**REQUIREMENTS**:
- A 2 year post-matric qualification in Information Management or related field; A minimum of 3 years’ experience in advanced/complex level typing/technical editing/formatting of various publications and electronic databases. Recommendations: A valid Code EB drivers licence; Experience in technical editing and formatting of financial documents or other publications; Secretarial/Office administration Diploma/Certificate; Computer Application Technology as a passed subject. 
- Competencies: Proven computer literacy (MS Office and MS Outlook); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Teamwork and analytical skills; Good numerical ability.

**DUTIES**:
- Collect/consolidate and edit technically/format the Provincial Budget and associated documentation. Liaise with departmental finance and planning staff on the management of budget information and provide for data-warehousing capacity of the Budget and Adjusted Estimates; Collect/consolidate and edit technically/format PT publications which include: Annual Financial Statements, Annual Performance Plans, MTBPS, Reviews, Annual Report, Manuals and Assessment Reports; Collect/consolidate and edit technically/format municipal budget information and performance assessment reports and provide for data-warehouse capacity with respect to the municipal budget information; Information Management through database co-ordination and integration (Provincial and Local Government).

**ENQUIRIES**: Ms E Smit at (021) 483-4433

**POST 48/276**: PERSONAL ASSISTANT: PROVINCIAL GOVERNMENT ACCOUNTING, REF NO. PT 2017-21

**SALARY**: R226 611 per annum (Salary level 7)

**CENTRE**: Department of Provincial Treasury, Western Cape Government

**REQUIREMENTS**:
- Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. A valid driver's licence. Recommendations: Willingness to work irregular hours. Competencies: Good interpersonal and decision-making skills; communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

**DUTIES**:
- Provide a secretarial/receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the
administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**: Mr A Reddy at (021) 483 5001

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**CLOSING DATE**: 15 December 2017 @ 16:00

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 48/277**: ENGINEERING TECHNICIAN PRODUCTION, REF NO TPW 2017-208

**SALARY**: R274 440 – R 420 690 per annum (OSD as prescribed)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); Completion of candidacy period or a minimum of 3-years post qualification technical (Engineering) experience; A valid driver’s licence. Recommendations: None. Competencies: Communication (Verbal and written) skills in at least two of the three official languages of the Western Cape; Computer literacy MS Office (Word, Excel, Outlook and Projects); Ability to work under pressure and meet deadlines; Good leadership skills; Presentation and organising skills; Ability to work independently and well within team.

**DUTIES**: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions; Compile and submit reports as required; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literary studies on technical engineering technology to improve expertise; Provide inputs into the budgeting process as required.

**ENQUIRIES**: Mr CA Möller at (021) 483 8466

**POST 48/278**: GIS TECHNICIAN PRODUCTION, REF NO. TPW 2017-215

**SALARY**: R274 440 – R 420 690 per annum (OSD as prescribed)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma in GIS or Cartography; A minimum of 3 years’ relevant experience in developing and maintaining GIS data and other GIS output products or completion of a candidacy period; Compulsory registration with PLATO as a GIS Technician (Persons not yet registered must provide proof that they submitted their application for registration). Recommendations: A valid driver's licence. Competencies: Problem solving and decision making; Understanding of GIS application and spatial data; Knowledge of theory, principles and practices of GIS; Analytical thinking; Advanced computer skills; Communication (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES**: Perform technical GIS activities relating to transport operations; Maintain GIS unit effectiveness by maintaining GIS tools and documenting GIS processes; People management which include mentoring and supervision; Functioning requirements analysis which include gap analysis and customization of GIS software; Research and development.

**ENQUIRIES**: Mr G Martin at (021) 483 4095

**POST 48/279**: ASSISTANT DIRECTOR: INFRASTRUCTURES, POLICIES AND STRATEGIES, REF NO. TPW 2017-221

**SALARY**: R274 440 – R 420 690 per annum (OSD as prescribed)

**CENTRE**: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: 3-year National Diploma with a minimum of 3 years’ experience in a management and planning environment. Recommendations: A valid code 08’s driver’s licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations and policies impacting the planning and delivery of infrastructure; Ability to engage in both independent research by accessing research sources and as part of a team; Communication (Written and verbal) skills in at least two of the official languages of the Western Cape; Ability to work under pressure and meet strict deadlines; Planning, organising and time management skills; Presentation skills; Problem solving and decision making skills.

DUTIES: Facilitate the development of provincial policies, strategies and programmes with regards to infrastructure planning and delivery; Conduct high level research/feasibility studies and scenario planning; Conduct policy commentary and develop submissions to promote the development of department and provincial policies, strategies and plans; Engage with stakeholder’s on long term policy and strategy development; Establish institutional platforms for integrated infrastructure planning; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate; Clarity and coherence in responding to policy/research questions and developing complex reports.

ENQUIRIES: Ms D Manuel at (021) 483 3795