

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT HEALTH**

CLOSING DATE
NOTE

: 16 February 2018
 : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 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.

APPLICATIONS

: **DIRECTED TO THE ADDRESSES AS INDICATED BELOW OR HAND DELIVERY AS INDICATED BELOW:**

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 Mthitshana -Tel No 043 709 2487/2532.

Post to: Frontier Hospital, Private bag X7063, Queenstown, 5320 or hand deliver to Frontier Hospital, 5320. Enquires: Mrs P Marongo Tel. No. 045 808 4200.

Post to: Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza -Tel No: 047 573 8900/1/2 or Ms Makalima -Tel No: 047-542 6000.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand deliver to Butterworth Hospital, Main Registry, Enquiries: Ms Mtshemla Tel. No. 047 491 4161.

Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane Enquiries: Ms V. Motabele Tel. No. 047 498 0026.

Post to: Human Resource Office, Cathcart Hospital, Private Bag X 10, Cathcart, 5310, Enquiries: Ms B Soyamba Tel. No. 045 843 1029.

Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo 5605. Enquiries: Ms NP Gcaza Tel. No. 047 548 4104.

Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross - Tel. No. 046 645 5008/ Mrs M.N Mafani Tel. No.046 645 5007

Post to: Human Resource Winterberg TB Hospital PO Box 69 Fort Beaufort 5720 or Hand Deliver to Winterberg TB Hospital No 36 Alice Road Fort Beaufort 5720. Enquiries Mr Z Maneli -Tel No 046 645 1142

Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099, Enquiries: Ms O Gcanga - Tel No: 047 531 0823.

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi -Tel No: 040 653 1141. Post to Greenville Hospital Private Bag X 559 Bizana 4800, Hand delivery Greenville Hospital Bizana Location, Enquiries: Ms VJ Keswa Tel. No. 039 251 3009.

Post to: Private Bag X5152 Mthatha 5099 Hand Deliver to 17 Sisson street fort gale nelson mandela Road, Mthatha 5099.

Post to: Cala Hospital Private Bag X516 Cala 5455 or hand delivery to Drully Lane Street, Cala 5455 Enquiries: Miss Z Sentile Tel 047 874 8000

Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London 5200 Enquiries: Ms N Mthitshana or P Zasawe -Tel No: 043 709 2487/2532.

Post to: Human Resources Office, Ngcobo Sub-District, Private Bag X215, NGCOBO, 5050 or hand delivery at, Enquiries: Miss N Matala - Telephone: 047-548 0022.

Post to: P.O Box 1 Queenstown or hand deliver to Komani Office Ward G Block Komani Hospital. Enquiries: Mrs Baba Tel 045 8078 900.

Post to: Taylor Bequest Hospital Private Bag 1129 Mount Fletcher 47 70. Enquiries: N Ngwabeni Tel 039 257 0099.

Post to: No.1 Fourie Street Maclear 5480, PO Box 93 Maclear 5480, Enquiries: Mrs K.R Merile Tel 061 7322 948.

Post to: Bazayi CHC, Private Bag X 5005 Mthatha 5099, hand delivery Khona Owen Leeds Botha Sigcawu Building Room 19 8th Floor Mthatha 5099. Enquiries: Ms O Gcangca Tel 047 531 0823.

Post to: Elizabeth Donkin Hospital Private Bag X6024 Port Elizabeth 6000 or hand deliver to No1 La- Rosche Drive, Forest Hill Port Elizabeth 6000. Enquiries: Mr E Selkers -Tel No 060 5631 115

Post to: Private Bag x5009 Sterkspruit 9762 or Hand Deliver to Bensonville College. Enquiries: Miss ND Mbobho --Tel No 051 611 0110.

Post to: Elizabeth Donkin Hospital, Walmer Port Elizabeth 6070, Private Bag X 6024, Port Elizabeth, 6000.

Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4700 or Hand deliver to 81 Murray Street, Kokstad, 4700. Enquiries: Ms D.N Mdayana, -Tel No: 039 727 2090.

Post to: Human Resource Office, Amahlathi Sub-District, Private Bag X7425, King Williams Town, 5600. Hand Deliver to Amahlathi Sub-District, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquiries: MS B Mngxe -Tel No: 043 643 4775/6.

Post to: Human Resource Office, Bedford Hospital, PO Box 111, Bedford, 5780 or Hand deliver to Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquires: Ms LH Slatsha -Tel No 046 685 0046.

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

Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso -TEL NO 039 737 3107.

Post to: Human Resource Office, Department of Health, Private Bag x0038, Bisho, 5605 or Hand deliver to: Department of Health, Room 310 3rd Floor Dukumbana Building, Phalo Avenue, Bisho 5605. Enquiries: Mr X Somahela Tel no 040 608 1761.

Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand deliver to Glen Grey Hospital, 5410. Enquires: Mr S Khumalo Tel no 083 585 7576.

Post to: P O Box 12500, Central Hill, 6006 or Hand deliver to: EMS College Livingstone Hospital, Lindsay Road, Korsten, Port Elizabeth, Enquiries: N Ndamase -Tel No: 041 453 0911.

Post to: Human Resources Office, Livingstone Tertiary Hospital, Private Bag X, Korsten, Port Elizabeth or Hand deliver to the Nurses Home, 2nd floor, Stanford Road, Korsten, Port Elizabeth, 6000. Enquiries: Mr. Mjindi Tel No 041 405 2121.

Post to: Human Resource Office St Patricks Hospital, P/Bag X531, Bizana, 4800 or Hand deliver to St Patricks Hospital Road, Bizana, Enquiries: Ms Jافتا - Tel no 039 251 0236.

Post to: The Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisiki 4820. Enquiries: Mr M Nozaza Tel no 039 253 5012.

Post to: Human Resource Office, Mthatha Regional Hospital, Private Bag X5014, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Regional Hospital, 71 Nelson Mandela Hospital, Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008. Nelson Mandela Health District:

Postal Address: Private Bag x28000 Greenarces Port Elizabeth or hand deliver to Registry Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Enquiries: Ms P Makuluma Tel no 041 391 8162/4.

Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms S Diva Tel no 046 602 5046.

MANAGEMENT ECHELON

POST 05/82 : **MEDICAL SPECIALIST GRADE 1-3 REF NO. ECHEALTH/MS-IM/MRH03/01/2018**

SALARY : R1 151 088 - R1 645 464 per annum (OSD)
CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. Registration with the HPCSA as a Medical Specialist in Internal Medicine. Current registration with the HPCSA as a Medical Specialist in Internal Medicine. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: None after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 3: Minimum of 10 years' experience after registration with the HPCSA as a Medical Specialist in Internal Medicine. Knowledge, Skills and Experience required: Sound knowledge of clinical concepts within the specific domain. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team. Teaching and supervisory skills. Awareness of cross-cultural differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle Management skills. Concern for excellence.

DUTIES : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district level hospitals. Provide outreach. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES : Ms Mkhosi - Tel no: 047 502 4143/4008

POST 05/83 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – UROLOGY REF NO. ECHEALTH/HCUUR/LTH/03/01/2018**

SALARY : R1 550 331 – R1 645 464 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Hospital

REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Urology. HPCSA registration certificate as Medical Specialist in Urology. A minimum of 3 years' experience as a Medical specialist in Urology after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Urology. A valid driver's license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and

management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programs.

DUTIES : Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment.

ENQUIRIES : Mr. Mjindi Tel no 041 405 2121

POST05/84 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – INTERNAL MEDICINE REF NO. ECHEALTH/HCUIM/LTH/03/01/2018**

SALARY CENTRE REQUIREMENTS : R1 550 331 – R1 645 464 per annum (OSD)
 : Nelson Mandela Metro, Livingstone Hospital
 : An appropriate medical qualification that allows registration with HPCSA in Internal Medicine. HPCSA registration certificate as Medical Specialist in Internal Medicine. A minimum of 3 years' experience as a Medical specialist in Internal Medicine after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Internal Medicine. A valid driver's license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

DUTIES : Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment

ENQUIRIES : Dr. M Maseloa Tel no 083 378 2025

POST 05/85 : **HEAD: CLINICAL UNIT (INTERNAL MEDICINE) REF NO. ECHEALTH/HCU/MRH/03/01/2018**

SALARY CENTRE REQUIREMENTS : R1 550 331 – R1 645 464 per annum (OSD)
 : OR Tambo, Mthatha Regional Hospital
 : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. A minimum of 3 years 'experience as a Medical Specialist in Internal Medicine after registration with HPCSA. Current

registration with HPCSA as a Medical Specialist in Internal Medicine. A valid driver's license. Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms Mkhosi - Tel no: 047 502 4143/4008

POST 05/86 : **CLINICAL MANAGER GRADE 1-2 REF NO.**
ECHEALTH/CM/CALAH03/01/2018

SALARY : R1 052 712 – R1 168 350 per annum (OSD)
CENTRE : Chris Hani District, Cala Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES : Mrs Z Sentile Tel no 047 874 8000.

POST 05/87 : **CLINICAL MANAGER GRADE 1-2 REF NO.**
ECHEALTH/CM/GGH/03/01/2018

SALARY : R1 052 712 – R1 168 350 per annum (OSD)
CENTRE : Chris Hani District, Glen Grey Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A

		thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.
<u>ENQUIRIES</u>	:	Mr S Khumalo Tel no 083 585 7576
<u>POST 05/88</u>	:	<u>CLINICAL MANAGER GRADE 1-2 REF NO. ECHEALTH/CM/SPH/03/01/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 052 712 – R1 168 350 per annum (OSD) Chris Hani District, St Patricks Hospital
	:	Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.
<u>ENQUIRIES</u>	:	Ms Jafta Tel no 039 251 0236

OTHER POSTS

<u>POST 05/89</u>	:	<u>EMS PRINCIPAL REF NO. ECHEALTH/PA/EMSP/EMSC/03/01/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R781 611- R893 691 per annum (OSD) Nelson Mandela Metro, EMS College Port Elizabeth
	:	Candidate must be in possession of a B-Tech in Emergency Medical Care, registered with the HPSCA. Practitioner for a minimum of Three years (3). Candidate must have a minimum of Three (3) years as an EMS Course Co-coordinator or at Management level within EMS College/ University. A valid and current registration as an Emergency Care Practitioner with the HPSCA is mandatory. The candidate must have sound knowledge of landscaping/policies relating to EMC Training. Computer Literacy on Ms Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound Knowledge of financial management policies and labour Relations Prescripts is essential. A valid C1 Drivers Licence with PDP is essential
<u>DUTIES</u>	:	Responsible for maintain accreditation status with HPSCA for all Courses offered by the college. This may involve courses at more than one site. Management and quality assurance of District Training centres. Ensuring that all facets of the training with the college complies with relevant legislation, including but not limited to the hospitals ordinance Act, the higher Education

Qualification Sub-Framework, the Skills Development Act, the Public Finance Management Act, Supply Management Act, Labour Relations Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assists and advise the Director: EMS operation on matters pertaining to EMS Training this will involve representation at the directorate meetings. Manage the overall budget of the college and must provide reports to the Director when required.

ENQUIRIES :

Mr N. Ndamase Tel No: 041 453 0911

POST 05/90 :

DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES GRADE 1 REF NO.ECHEALTH/ DDTMS/ LTH 03/01/2018

SALARY CENTRE REQUIREMENTS :

R769 026- per annum (OSD)
 Nelson Mandela District, Livingstone Tertiary Hospital
 An appropriate qualification that allows registration with the HPCSA in any Allied and clinical support profession. A minimum of 3 years appropriate experience at Assistant Director level in a Hospital environment, after registration with HPCSA/SACSSP. Proof of current registration with relevant council. Competencies: Applied strategic capability, strong leadership and management, Budgeting and Financial Management.Diversity Management. Problem Solving and Decision Making skills. Clear understanding and interpretation of Health policies for Strategic Planning purposes. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary Procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Valid driver's licence. Management experience in the Public health sector will be an added advantage.

DUTIES :

Overall management of Clinical Support Services in the Livingstone Tertiary Hospital (LTH). Integrate all Clinical Support Services and Plan strategically in consultation with Clinical Governance management teams and Clinical Support Services in the LTH and advise the Director: Clinical Services on all issues of Clinical Support Services .Responsible for the provision of quality clinical support services within the LTH, as well as managing the performance of Clinical Support Services managers within the LTH. Responsible for the production and compilation of monthly, quarterly and annual performance reports of the Clinical Support Services in the LTH. Responsible for the implementation of appropriate measures and systems to ensure optimal administration and good governance of Clinical Support Services in the LTH. Responsible for the development of internal policy. Actively participate in the implementation of the National Core Standards (NCS).

ENQUIRIES :

Mr. Mjindi Tel no 041 405 2121

POST 05/91 :

DEPUTY MANAGER: NURSING REF NO. ECHEALTH/DMN/EDHH/03/01/2018

SALARY CENTRE REQUIREMENTS :

R756 525 - R851 463 per annum (OSD)
 Nelson Mandela District, Elizabeth Donkin Hospital
 Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES :

To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material

Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
Mr E Selkers Tel no 060 563 1115.

ENQUIRES :

POST 05/92 : **DEPUTY MANAGER: NURSING REF NO.**
ECHEALTH/DMN/SEH/03/01/2018

SALARY :
CENTRE :
REQUIREMENTS :

R756 525 - R851 463 per annum (OSD)
OR Tambo, St Elizabeth Hospital
Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES :

To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRES :

POST 05/93 : **DEPUTY MANAGER NURSING REF NO.**
ECHEALTH/DMN/LTH/03/01/2018

SALARY :
CENTRE :
REQUIREMENTS :

R756 525 - R851 463 per annum (OSD)
Nelson Mandela Metro Livingstone Tertiary Hospital
Basic R425 qualification (i.e. Diploma or Degree in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional nurse. Minimum of nine (9) years appropriate/recognized experience in Nursing after registration as a Professional Nurse with SANC and at least four (4) years of the period above must be appropriate/recognized experience at Nursing Management level in a hospital environment. Must be in possession of a Diploma in nursing administration / Management or health care management obtained from a recognized institution. Experience in Quality Assurance and report writing skills are essential. Basic computer literacy. Must have a valid driver's license. Diploma in Nursing Education obtained from a recognized institution will be an added advantage. Application of legislations and Health related Acts and Ethical Nursing Practices. Knowledge of and ability to describe the effective application of the scope of practice for different categories of Nurses. Ability to plan, organize, and lead and co-ordinate the nursing services in the Hospital. Develop and monitor the implementation of nursing services that promotes the Rights of Patients. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedure as well as financial management policies, guidelines and practices. Report writing skills are essential.

DUTIES :

Lead and give direction to nursing services and overall Control of quality patient care in the Hospital. Provide Professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocols / procedures and standards pertaining to nursing care. Establish, maintain and participate in inter-

professional and multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Participate in Hospital Executive decision-making body. Collaborate with other team members in the Hospital to identify actual and potential risks. Support Nursing and Health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies continuing professional development (CPD) requirements for nurses and midwives. Actively participate in the implementation of national strategic plan for nurse education, training and practice.

<u>ENQUIRIES</u>	:	Ms R.E. Du Preez Tel No 041 405 2648
<u>POST 05/94</u>	:	<u>MEDICAL OFFICER GRADE 1 -3 REF NO.</u> <u>ECHEALTH/MO/MADWAH/03/01/2018 (3 POSTS)</u>
<u>SALARY</u>	:	R736 425 – R1 221 723 per annum (OSD) Grade 1 –R 736 425 – R 793 341 Grade 2 – R 842 028 – R920 703 Grade 3 – R 977 199 –R1221 723
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Madwaleni Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: A Minimum of 5 years' relevant experience after registration. Grade 3: A Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	Mr Fenguza –Tel no 047 573 8900/1/2
<u>POST 05/95</u>	:	<u>MEDICAL OFFICER GRADE 1 -3 REF NO.</u> <u>ECHEALTH/MO/CATH/03/01/2018 (3 POSTS)</u>
<u>SALARY</u>	:	R736 425 – R1 221 723 per annum (OSD) Grade 1 –R 736 425 – R 793 341 Grade 2 – R 842 028 – R920 703 Grade 3 – R 977 199 –R1221 723
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Cathcart Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: A Minimum of 5 years' relevant experience after registration. Grade 3: A Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient cantered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	B Soyamba Tel no 045 843 1029

<u>POST 05/96</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/FH/03/01/2018</u>
<u>SALARY</u>	:	R736 425 – R1 221 723 per annum (OSD) Grade 1 –R 736 425 – R 793 341 Grade 2 – R 842 028 – R920 703 Grade 3 – R 977 199 –R1221 723
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: A Minimum of 5 year relevant experience after registration. Grade 3: A Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	Mrs P Marongo Tel no 045 808 4200
<u>POST 05/97</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/MTHARH03/01/2018 (9 POSTS)</u>
<u>SALARY</u>	:	R736 425 – R1 221 723 per annum (OSD) Grade 1 –R 736 425 – R 793 341 Grade 2 – R 842 028- R920 703 Grade 3 – R 977 199-R1221 723
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Mthatha Regional Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: A Minimum of 5 years relevant experience after registration. Grade 3: A Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	Ms Mkhosi - Tel no: 047 502 4143/4008
<u>POST 05/98</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/ORT-BAZICH/03/01/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R736 425 – R1 221 723 per annum (OSD) Grade 1 –R 736 425 – R 793 341 Grade 2 – R 842 028- R920 703 Grade 3 – R 977 199-R1221 723
<u>CENTRE REQUIREMENTS</u>	:	KSD Sub-district Baziya CHC An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their

		applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: A Minimum of 5 years relevant experience after registration. Grade 3: A Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	Ms O Gcangca Tel no 047 531 0823.
<u>POST 05/99</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/TOWERH/03/01/2018 (4 POSTS)</u>
<u>SALARY</u>	:	R736 425 – R1 221 723 per annum (OSD) Grade 1 –R 736 425 – R 793 341 Grade 2 – R 842 028- R920 703 Grade 3 – R 977 199-R1221 723
<u>CENTRE REQUIREMENTS</u>	:	Amathole District District, Tower Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	Mrs V Whitecross Tel no 046 645 5008
<u>POST 05/100</u>	:	<u>DENTIST GRADE 1-3 REF NO. ECHEALTH/DENT/MADH 03/01/2018</u>
<u>SALARY</u>	:	R714 819 – R1 221 723 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District District, Madalweni Hospital Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver's license. Grade 1: Experience none after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years' appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years' appropriate experience as Dentist after registration with HPCSA as Dentist.
<u>DUTIES</u>	:	Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.
<u>ENQUIRIES</u>	:	Ms Makalima Tel no 047 542 6000.
<u>POST 05/101</u>	:	<u>PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHARM/BH/03/01/2018</u>
<u>SALARY</u>	:	R615 945 – R781 611 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Bisho Hospital

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
<u>ENQUIRIES</u>	:	Mr X Somahela Tel no 040 608 1761
<u>POST 05/102</u>	:	<u>PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHARM/JP/03/01/2018</u>
<u>SALARY</u>	:	R615 945 – R781 611 per annum (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Jose Pearson Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
<u>ENQUIRIES</u>	:	Ms L Jacobs Tel no 041 372 1011

POST 05/103 : **PHARMACIST GRADE 1-3 REF NO.**
ECHEALTH/PHARM/MWCHS/03/01/2018

SALARY : R615 945 – R781 611 per annum (OSD)
CENTRE : Nelson Mandela Metro, Motherwell CHS
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms P Makuluma Tel no 041 391 8162/4

POST 05/104 : **OPERATIONAL MANAGER PHC REF NO.**
ECHEALTH/OM/TANDOXC/03/01/2018

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Nelson Mandela Metro, Tandoxolo Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 (Clinical Assessment Treatment and Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a 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 the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms P Makuluma Tel no 041 391 8162/4

POST 05/105 : **OPERATIONAL MANAGER PHC REF NO.**
ECHEALTH/OMS/MPC/03/01/2018

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Umzimvubu Sub District, Mapeleni Clinic

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a 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 the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms DN Mdanyana Tel no 039 727 2090

POST 05/106 : **OPERATIONAL MANAGER (PHC) REF NO. ECHEALTH/OM/NC/03/01/2018**

SALARY CENTRE REQUIREMENTS : R499 953 – R562 698 per annum (OSD)
: Amahlathi Sub District, Norah Clinic
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 (Clinical Assessment Treatment and Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a 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 the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : MS B Mngxe Tel no 043 643 4775

POST 05/107 : **OPERATIONAL MANAGER (PEADS) REF NO. ECHEALTH/OM/BH/03/01/2018 (2 Posts)**

SALARY CENTRE REQUIREMENTS : R499 953 – R562 698 per annum (OSD)
: Amathole District, Bedford Hospital
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the Pediatric Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with 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 the relevant specialty.

DUTIES : Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this

impact on service deliver. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES :

Ms L Slatsha Tel no 046 685 0043

POST 05/108 :

OPERATIONAL MANAGER (CASUALTY) REF NO. ECHEALTH/OM/GGH/03/01/2018

SALARY CENTRE REQUIREMENTS :

R499 953 – R562 698 per annum (OSD)
Chris Hani District, Glen Grey Hospital
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the Pediatric Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with 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 the relevant specialty.

DUTIES :

Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service deliver. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES :

Mr S Khumalo Tel no 083 585 7576

POST 05/109 :

ASSISTANT DIRECTOR: SPEECH THERAPY AND AUDIOLOGY REF NO. ECHEALTH/ADSTA/FTH/03/01/2018

SALARY CENTRE REQUIREMENTS :

R459 558 – R510 042 per annum (OSD)
Buffalo City Metro, Frere Hospital
Relevant degree in Speech Therapy and Audiology. Registration certificate with HPCSA, plus proof of payment for the period April 2017 – March 2018 (HPCSA card or print out). Minimum of five (5) years post graduate experience (Community Service does not qualify). At least two (2) years supervisory/ managerial experience in a Speech Therapy and/or Audiology department - preferably at a state referral hospital. Expert knowledge of Speech Therapy and/or Audiology. Good understanding of clinical governance and clinical auditing. Computer literacy

DUTIES :

Provide leadership to the Speech Therapy and Audiology department of the hospital, ensuring that efforts are focused on service delivery. Participate in the development of treatment programs, departmental policies and audits. Responsible for the developing of operational and strategic plans for the department. General management of the department and personnel. Ordering of hearing aids, equipment and consumables utilizing LOGIS. Assessment of personnel performance using PMDS. Staff development. Monitoring and planning of departmental budget. Report writing and writing motivations for new products and equipment. Co-ordinate outreach programs.

ENQUIRIES :

Ms N Mthitshana Tel no 043 709 2487/2532

POST 05/110 :

OPERATIONAL MANAGER (GENERAL) REF NO. ECHEALTH/OMG/LTH/03/01/2018

SALARY CENTRE REQUIREMENTS :

R394 665 – R444 195 per annum
Nelson Mandela Metro, Livingstone Tertiary Hospital
Diploma/ Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and

		practices. Basic computer literacy and report writing skills are essential. One year Post basic Qualification in Nursing Administration obtained from a recognised university will be an added advantage. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver's license
<u>DUTIES</u>	:	Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.
<u>ENQUIRIES</u>	:	Ms. Du RE Preez Tel no 041 405 2647
<u>POST 05/111</u>	:	<u>OPERATIONAL MANAGER (GENERAL) REF NO. ECHEALTH/OMG/TBH/03/01/2018</u>
<u>SALARY</u>	:	R394 665 – R514 962 per annum. (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	N Ngwabeni Tel no 039 257 0099.
<u>POST 05/112</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/NSD/03/01/2018</u>
<u>SALARY</u>	:	R340 431 – R514 962 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani District,
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provision of quality comprehensive Primary Health Care, primitive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES : Miss N Matala Tel no 047 548 0022.

POST 05/113 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/NSD/03/01/2018**

SALARY : R340 431 – R514 962 per annum (OSD)
CENTRE : Chris Hani District, Engcobo SD
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES : Miss N Matala Tel no 047 548 0022.

POST 05/114 : **PROFESSIONAL NURSE SPECIALITY GRADE 1-2 REF NO: ECHEALTH/PNS/EDH/03/01/2018**

SALARY : R340 431- R431 262 (OSD)
CENTRE : Nelson Mandela Metro District, Elizabeth Donkin Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant speciality. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (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 qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health

care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES :

Mr E Selkers Tel 060 563 1115.

POST 05/115 :

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO. ECHEALTH/PNS/ANH/03/01/2018

SALARY :

R340 431 –R514 962 per annum (OSD)

Grade 1 – R340 431 –R350 649

Grade 2 – R418 701- R431 262

CENTRE :

Joe Gqabi, Aliwal North Hospital

REQUIREMENTS :

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (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 qualification in the relevant speciality.

DUTIES :

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES :

Ms Fourie Tel no 051 634 2382/82/83

POST 05/116 :

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO. ECHEALTH/PN/SSD/03/01/2018

SALARY :

R340 431 –R514 962 per annum (OSD)

Grade 1 – R340 431 –R350 649

Grade 2 – R418 701- R431 262

CENTRE :

Joe Gqabi district, Community Outreach Clinic

REQUIREMENTS :

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (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 qualification in the relevant speciality.

DUTIES :

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES :

Mr Nzinde Tel no: 051 633 9631

POST 05/117 : **PROFESSIONAL NURSE SPECIALITY REF NO. ECHEALTH/PNS/MW/03/01/2018 (2 POSTS)**

SALARY : R340 431- R431 262 (OSD)
CENTRE : Nelson Mandela Metro District, Motherwell CHC
REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (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 qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms P Makuluma Tel no 041 391 8162/4

POST 05/118 : **EMS LECTURER (PARAMEDIC) GRADE 3 REF NO. ECHEALTH/EMSLP/EMSC /03/01/2018**

SALARY : R324 660 - R371 214 per annum (OSD)
CENTRE : Nelson Mandela District, EMS College Port Elizabeth
REQUIREMENTS : Successful completion of the Critical Care Assistant (CCA) qualification or recognizable National Diploma that allows registration with HPSCA as a paramedic or B-Tech Degree that allows registration with HPSCA as an Emergency Care Practitioner (ECP). Registered Paramedic (CCA) - 14 years. Registered Paramedic (NDip)-7 years after registration with HPSCA as a Paramedic (CCA).None after registration with the HPSCA as an ECP. Valid Driver's Licence. Professional drivers permit competencies (Knowledge/skills) Experience in moderation and assessment of student in the field of prehospital emergency medical care. Previous and appropriate management and administration skills. Appropriate experience in teaching. The ability to work in a team. Problem solving and decision-making abilities. Computer Literacy.

DUTIES : Effective and efficient instruction on clinical training programmes. Assistance on other training programs. Clinical Duties. Attend to any other related duties as deemed necessary by college management.

ENQUIRIES : Mr N. Ndamase Tel No: 041 453 0911.

POST 05/119 : **OCCUPATIONAL THERAPIST GRADE 1 REF. ECHEALTH/OCCTH/TH/03/01/2018**

SALARY : R281 148 – R321 462 per annum (OSD)
CENTRE : Amathole District District, Tower Hospital
REQUIREMENTS : A three year National Diploma/Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes Regulating Occupational Therapy in the Institutional environment. Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive Physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative.

DUTIES : Conduct occupational therapy assessments. Record individual assessment reports. Maintain assessments Reports. Design Occupational Therapy interventions. Conduct individual and group therapy programmes. Assess Developmental progress of children and youth. Identify developmental gaps. Implement corrective measures to address Development and learning. Evaluate Occupational Therapy programs. Participate in the Multi-Disciplinary

Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.
Mrs Mafani Tel no 046 645 5007

ENQUIRIES :

POST 05/120 : **RADIOGRAPHER GRADE 1- 3 REF NO.**
ECHEALTH/RGR/MADWAH/03/01/2018

SALARY : R281 148 – R473 445 per annum (OSD)
CENTRE : Amathole District, Madwaleni Hospital
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate Experience in Diagnostic radiography.

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES :

POST 05/121 : **RADIOGRAPHER GRADE 1- 3 REF NO.**
ECHEALTH/RGR/CATH/03/01/2018

SALARY : R281 148 – R473 445 per annum (OSD)
CENTRE : Amathole District, Cathcart Hospital
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate Experience in Diagnostic radiography.

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES :

POST 05/122 : **RADIOGRAPHER GRADE 1- 3 REF NO.**
ECHEALTH/RGR/TAFAH/03/07/2017 (2 Posts)

SALARY : R281 148 – R473 445 per annum (OSD)
CENTRE : Amathole District, Tafalofefe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa As a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate Experience in Diagnostic radiography.

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES :

Ms V. Motabele Tel. No. 047 498 0026

POST 05/123 : **PROFESSIONAL NURSE (GENERAL) REF NO. ECHEALTH/PN/MASD/03/01/2018**

SALARY : R226 083 –R431 262 per annum (OSD)
CENTRE : Makana Sub-district, NG Dlukulo Clinic
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Qalani Tel no 046 622 4901

POST 05/124 : **PROFESSIONAL NURSE (GENERAL) REF NO. ECHEALTH/PN/SETTH/03/01/2018 (2 POSTS)**

SALARY : R226 083 –R431 262 per annum (OSD)
CENTRE : Sarah Baartman District, Settlers Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms S Diva Tel no 046 602 5046

POST 05/125 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/BC/03/01/2018**

SALARY : R226 083 –R431 262 per annum (OSD)
 GRADE: 1 R226 083 – R262 092
 GRADE: 2 R278 052 – R322 344
 GRADE: 3 R340 431 – R431 262

CENTRE : Amahlathi Sub-District Bhele Clinic

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	MS B Mngxe Tel no 043 643 477 5
<u>POST 05/126</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/TOWH/03/01/2018 (5 Posts)</u>
<u>SALARY</u>	:	R226 083 –R431 262 per annum (OSD) GRADE: 1 R226 083 – R262 092 GRADE: 2 R278 052 – R322 344 GRADE: 3 R340 431 – R431 262
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Tower Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms Mafani Tel no 046 645 5007
<u>POST 05/127</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/VICH/03/01/2018 (2 Posts)</u>
<u>SALARY</u>	:	R226 083 – R431 262 per annum (OSD) Grade: 1 R226 083- R262 092 Grade: 2 R278 052 -R322 344 Grade: 3 R340 431-R431 262
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Victoria Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2:

		Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms L Mangesi –Tel no 040 653 1141
<u>POST 05/128</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/FTH/03/01/2018 (38 Posts)</u>
<u>SALARY</u>	:	R226 083 –R431 262 per annum (OSD) GRADE: 1 R226 083 – R262 092 GRADE: 2 R278 052 – R322 344 GRADE: 3 R340 431 – R431 262
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel no 043 709 2487/2532
<u>POST 05/129</u>	:	<u>PROFESSIONAL NURSE GENERAL (THEATRE) GRADE 1-3 REF NO. ECHEALTH/PN/FTH/03/01/2018</u>
<u>SALARY</u>	:	R226 083 –R431 262 per annum (OSD) GRADE: 1 R226 083 – R262 092 GRADE: 2 R278 052 – R322 344 GRADE: 3 R340 431 – R431 262
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. The candidate must have worked for at least three (3) years continuously in Theatre. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

		Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel no 043 709 2487/2532
<u>POST 05/130</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/FH/03/01/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R226 083 –R431 262 per annum (OSD) GRADE: 1 R226 083 – R262 092 GRADE: 2 R278 052 – R322 344 GRADE: 3 R340 431 – R431 262
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District District, Frontier Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Mrs P Marongo Tel no 045 808 4200
<u>POST 05/131</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/MH/03/01/2018</u>
<u>SALARY</u>	:	R226 083 –R431 262 per annum (OSD) GRADE: 1 R226 083 – R262 092 GRADE: 2 R278 052 – R322 344 GRADE: 3 R340 431 – R431 262
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Maclear Hospital Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the SANC as a Professional Nurse.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.

Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :

Mrs K.R Merile Tel no 061 7322 948.

POST 05/132 :

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/DC/03/01/2018 (3 POSTS)

SALARY :

R226 083 –R431 262 per annum (OSD)
 GRADE: 1 R226 083 – R262 092
 GRADE: 2 R278 052 – R322 344
 GRADE: 3 R340 431 – R431 262

CENTRE REQUIREMENTS :

Amahlathi Sub-district, Hamburg Clinic
 Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES :

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :

MS B Mngxe Tel no 0436434775

POST 05/133 :

PROFESSIONAL NURSE (GENERAL) REF NO. ECHEALTH/PN/TBH/03/01/2018

SALARY :

R226 083 –R431 262 per annum (OSD)
 GRADE: 1 R226 083 – R262 092
 GRADE: 2 R278 052 – R322 344
 GRADE: 3 R340 431 – R431 262

CENTRE REQUIREMENTS :

Alfred Nzo District, Tayler Bequest Hospital
 Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES :

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records.

Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :

Mr Kholiso Tel no 039 737 3107

POST 05/134 :

STAFF NURSE (THEATRE) REF NO. ECHEALTH/SN/FTH/03/01/2018 (2 POSTS)

SALARY CENTRE REQUIREMENTS :

R150 819 – R262 092 per annum (OSD)
Buffalo City Metro, Frere Hospital
Matric and qualification that allows registrations with SANC as Enrolled Nurse (Staff Nurse). The candidate must have worked for at least three (3) years continuously in Theatre. Competencies required: Strong patient orientation, team player, very energetic, well organized. Must be able to work under pressure in a constantly changing environment. Strong inter-personal skills required. Theatre experience – in all procedures especially major laparoscopic surgical/ general surgery /paediatric surgery and orthopaedic surgery are essential able to work independently and as part of a team, manage time effectively.

DUTIES :

Conduct basic duties as allocated by the Area Manager. Ensuring that unit is run according to acceptable legal standards. Maintaining excellent patient care in accordance with hospital standards .Maintaining sound relationships and communication with patients, relatives and the multi-disciplinary team. Building professional relationships with doctors to promote patient-doctor interaction. Adhere to all legal Health, Safety and Infection Control Standards. Assist the unit to meet the requirements of quality patient care, ensuring that nursing care activities are carried out to comply with SANC relevant legislation and Frere Hospital policies and procedures

ENQUIRIES :

Ms N Mthitshana Tel no 043 709 2487

POST 05/135 :

NURSING ASSISTANT (THEATRE) REF NO. ECHEALTH/ENA/FTH/03/01/2018 (3 Posts)

SALARY CENTRE REQUIREMENTS :

R116 625 – R202 674 per annum (OSD)
Buffalo City Metro, Frere Hospital
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. The candidate must have worked for at least three (3) years continuously in Theatre. Competencies required: strong patient orientation, team player, very energetic, well organized. Must be able to work under pressure in a constantly changing environment. Must be able to work under pressure in a constantly changing environment. Strong interpersonal skills required. Theatre experience-in all procedures especially major laparoscopic surgical/ general surgery/pediatric surgery and orthopedic surgery are essential. Able to work independently and as a part of a team, manage time effectively.

DUTIES :

Conduct basic duties allocated by the Area Manager. Ensuring that unit is run according to acceptable legal standards. Maintaining excellent patient care in accordance with hospital standards. Maintaining sound relationships and communication with patients, relatives and the multi-disciplinary team. Building professional with doctors to promote patient-doctor interaction. Adhere to all legal health, Safety and infection Control Standards. Assist the unit to meet the requirements of quality patient care, ensuring that nursing care activities are carried out to comply with SANC relevant legislation and Frere Hospital policies and procedures

ENQUIRIES :

Ms N Mthitshana Tel no 043 709 2487

POST 05/136 :

PHARMACIST ASSISTANT GRADE 1 (BASIC) REF NO. ECHEALTH/PA/MADH/03/01/2018

SALARY CENTRE :

R108 240 – R114 885 per annum (OSD)
Amathole District, Madwaleni Hospital

- REQUIREMENTS** : Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.
- DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the clinics.
- ENQUIRES** : Mr Fenguza Tel no 047 573 8900/1/2
- POST 05/137** : **PHARMACIST ASSISTANT GRADE 1 (BASIC) REF NO. ECHEALTH/PA/LSD/03/01/2018**
- SALARY CENTRE REQUIREMENTS** : R108 240 – R114 885 per annum (OSD)
Chris Hani District District,
Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.
- DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock Counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the clinics.
- ENQUIRIES** : Mrs Baba Tel no 045 807 8900

EASTERN CAPE OFFICE OF THE PREMIER.

The Office of The Premier 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: Office of the Premier, The Recruitment Centre, Private Bag X0047, Bhisho, 5605; Hand Delivery: Room 1048, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- CLOSING DATE** : 16 February 2018
- 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 Office of The Premier 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.

OTHER POSTS

POST 05/138 : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY INFRASTRUCTURE/ OPERATIONS. REF NO: OTP 01/01/2018.**

SALARY : R657 558. per annum Level 11
CENTRE : Bhisho (Head Office)
REQUIREMENTS : 3 year diploma in IT/NQF Level 6 or related field. A+, ITIL and CCNA (Cisco Certified Network Associates). Minimum 3 years' experience at Assistant Director Level in similar environment. In depth knowledge of legislative framework that governs the Public Service. Knowledge and application of legislative framework, polices that governs the skills development. Skills Development Policy Knowledge.

DUTIES : Coordinate the specification development for and maintenance of ICT infrastructure specifications: Evaluate development in ICT technology to determine applicability of new technology on the ICT environment. Coordinate and confirm the drafting of ICT infrastructure specifications by client departments. Coordinate and conduct regular site inspections to determine ICT Infrastructure requirements. Monitor adherence by service providers to the agreed ICT Infrastructure specifications. Evaluate and confirm ICT Infrastructure related problems are identified by monitoring the software tool and logging calls timeously and effectively .Coordinate the maintenance and distribution of core switches to ensure the software is regularly updated. Confirm that Network Access Points in the Provincial departmental buildings are configured and installed. Maintain virtual local area network for provincial departments. Coordinate the provision of ICT infrastructure, cabling installations and network designs for provincial networks: Validate the approved ICT Infrastructure is implemented effectively. Maintain adherence to the approved provincial ICT Infrastructure. Coordinate the installation and upgrading of local and wide Area network (LAN and WAN). Assist with the submission of projects planned for the financial year to DRPW. Assist with the development of the project schedule in consultation with DRPW for the financial year that will be reported to Provincial GITOC/PNIC on a monthly basis. Perform site visits to make sure that new installations conform to the Provincial networks standards and vetted by DRPW. Manage and control of ICT infrastructure assets: Confirm that the ICT infrastructure asset register is updated monthly to validate the accuracy of the form. Confirm the completion of the asset movement/transfer forms and submission to the supply chain monthly. Coordinate the ICT infrastructure asset verification is performed (with SCMU) for the purposes of updating the asset register. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : Mr M. Mbangi: 040 609 6424/ 6290/ 6248.

POST 05/139 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE (NETWORK CONTROLLER) REF. NO. OTP 02/01/2018**

SALARY : R657 558.00 Level 11
CENTRE : Bhisho (Head Office)
REQUIREMENTS : IT-related diploma/degree -NQF 6 as recognised by SAQA. Minimum 3 years' experience as Assistant Director. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance

DUTIES

planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance.

: Provide reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices: Manage and coordinate the day to day activities and operations of the Local Area Network and maintain accurate records of changes, maintenance and inventory. Report on stable network connection for Department. Manage implementation of the agreed maintenance agreement with services provider for relevant infrastructure. Manage installation of security devices where required including surveillance systems. Develop and maintain records on maintenance, inventory and security measures .Monitor network SLA, EA, LAR & contracts: manage payment and monitor billing of network SLA and software licensing. Develop and monitor the effective implementation of network business & ICT strategic alignment: Develop ICT Network Plan (ICT Strategic Plan, Master systems Plan and Information Systems Plan), implementation plan and ICT network operational plan. Develop / Review departmental ICT Network Security Policy. Develop / review departmental ICT End user Management Policy. Develop and monitor implementation of departmental sever. Implement and maintain ICT security services: Protect against malware – Implement and maintain preventive, detective and corrective measures in place (especially up-to-date security patches and virus control) across the enterprise to protect information systems and technology from malware (e.g., viruses, worms, spyware, spam).Manage network and connectivity security – use security measures and related management procedures to protect information over all methods of connectivity. Manage endpoint security – Ensure that endpoints (e.g., laptop, desktop, server, and other mobile and network devices or software) are secured at a level that is equal to or greater than the defined security requirements of the information processed, stored or transmitted. Manage user identity and logical access – Ensure that all users have information access rights in accordance with their business requirements and co-ordinate with business units that manage their own access rights within business processes. Monitor the infrastructure for security-related events – Using intrusion detection tools, monitor the infrastructure for unauthorised access and ensure that any events are integrated with general event monitoring and incident management. Implement and maintain ICT continuity: Develop and maintain an ICT Continuity policy, plan, and procedures based on the strategy that documents the procedures and information in readiness for use in an incident to enable the enterprise to continue its critical activities. Test the continuity arrangements on a regular basis to exercise the recovery plans against predetermined outcomes and to allow innovative solutions to be developed and help to verify over time that the plan will work as anticipated. Manage changes to the plan in accordance with the change control process to ensure that the continuity plan is kept up to date and continually reflects actual business requirements. Maintain availability of business-critical information. Assess the adequacy of the ICT Continuity policy, plan, and procedures following the successful resumption of business processes and services after a disruption. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and

development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility
can be directed to Mr. Mbangi 040 609 6424/ 6248/ 6290.

ENQUIRIES

POST 05/140

ASSISTANT DIRECTOR: INFORMATION ARCHITECTURE REF. NO. 03/01/2018

SALARY CENTRE REQUIREMENTS

R334 545. per annum Level 09
Bhisho (Head Office)
5 years' relevant professional experience, of which a minimum of 1 year should be in in .NET coding. Grade 12 (or equivalent): More than 10 years equivalent professional experience, of which a minimum of 1 year should be in in .NET coding. Tertiary: Information Systems-related NQF level 6-7, (ND, B-degree), with more than five (5), years professional experience of which a minimum 1 year should be in .NET programming, OR Grade 12 (or equivalent): Ten (10), or more years equivalent professional experience, of which a minimum 1 year should be in in .NET coding. Professional: Certification, no older than 2 years, – Microsoft Certified Solution Developer (MCSD): SharePoint Applications. (Microsoft-accredited certificate only).The ability to plan, develop, and run Microsoft SharePoint Websites and Applications environment, namely - Design and manage features and solutions. Develop code for custom server-side components. Manage and customize authentication and authorization. Create custom sites and lists and manage the site lifecycle. Explain the capabilities and design choices for SharePoint apps. Use the client-side object model and the rest API. Develop provider-hosted and auto-hosted SharePoint apps. Distribute and deploy SharePoint apps. Create custom workflows to automate business processes. Use fields and content types to manage taxonomy. Customize the appearance and behavior of user interface elements. Customize navigation and site branding. Configure security for apps for SharePoint. Automate the creation and configuration of managed metadata term sets. Extend content processing with Content Enrichment. Configure website structure and navigation.

DUTIES

Plan and design Microsoft SharePoint sites: Manage the site life cycle. Create content types. Manage content type behaviors. Implement site provisioning. Implement SharePoint solutions: Manage SharePoint Object Life Cycle. Upgrade solutions and features. Determine a solution structure. Create sandbox solutions. Create a no-code solution. Implement user experience and information architecture: Implement branding. Implement navigation. Customize UI elements. Implement electronic business process controls: Create event receivers and timer jobs. Create SharePoint Designer workflows. Create and deploy Microsoft Visual Studio workflows. Implement enterprise content management (ECM) and web content management (WCM): Implement a multilingual site. Implement e-discovery. Implement Search Engine Optimization (SEO).Implement content management. Implement a publishing page.

ENQUIRIES

can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 05/141

ASSISTANT DIRECTOR: OPERATING SYSTEMS

SALARY CENTRE REQUIREMENTS

R334 545. (Level 09)
Bhisho (Head Office)
Tertiary: IT-related NQF level 6-7, (ND, B-degree), with over five (5) years professional experience, of which a minimum 1 year should be in ICT Network/Server Administration, OR Grade 12 (or equivalent): Ten (10), or more year's equivalent professional experience, of which a minimum 1 year should be in ICT Network/Server Administration. Professional: Certifications, no older than 3 years, in order of preference –Microsoft Certified Solution Expert (MCSE): Server Infrastructure, and/or Desktop Infrastructure, and/or Enterprise Devices and Apps. (Microsoft-accredited certificate only.) CompTIA: Network+, Server+, Security+ (CompTIA-accredited certificate only.) Tertiary: 5 years' relevant professional experience, of which a minimum of 1 year should be in ICT Network/Server Administration. Grade 12 (or

equivalent): More than 10 years' equivalent professional experience, of which a minimum of 1 year should be in ICT Network/Server Administration. Knowledge of: The ability to plan, deploy, and run the Windows Server and Desktop operating systems infrastructure, namely – Configure and Troubleshoot Domain Name System. Maintain Active Directory Domain Services. Manage User and Service Accounts, Implement Group Policy Infrastructure. Manage User Desktops using Group Policy. Install, Configure and Troubleshoot Network Policy Server. Implement Network Access Protection. Implement Remote Access. Optimize File Services. Configure Encryption and Advanced Auditing. Deploy and Maintain Server Images. Implement Update Managements, Monitor Windows Server. Configure advanced features for Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and configure IP Address Management (IPAM) with Windows Server 2012. Configure and manage iSCSI, Branch Cache and FSRM. Configure DAC to manage and audit access to shared files. Plan and implement an AD DS deployment that includes multiple domains and forests, and an AD DS deployment that includes locations. Implement and configure an Active Directory Certificate Services (AD CS) deployment. Implement an; AD RMS deployment and AD FS deployment. Provide high availability and load balancing for web-based applications by implementing Network Load Balancing (NLB). Implement and validate high availability and load balancing for web-based applications by implementing NLB. Provide high availability for network services and applications by implementing failover clustering. Implement a failover cluster, and configure and validate a highly available network service. Deploy and manage Hyper-V virtual machines in a failover cluster. Implement a backup and disaster recovery solution based on business and technical requirements. Plan server upgrade and migration. Plan and implement a server deployment strategy. Plan and deploy servers by using System Center 2012 R2 Virtual Machine Manager (VMM). Design and maintain an IP configuration and address management solution. Design and implement; name resolution, an AD DS forest and domain infrastructure, an AD DS organizational unit (OU) infrastructure, a Group Policy Object (GPO) strategy, an AD DS physical topology. Plan and implement storage and file services. Design and implement; network protection and remote access services. Plan and implement a server virtualization strategy using System Center 2012. Plan and implement the network and storage infrastructure required to deploy a virtualized server infrastructure. Plan and deploy virtual machines on Windows Hyper-V®. Plan and implement a virtualization administration solution by using System Center 2012. Plan and implement a server monitoring strategy using the Windows Server 2012 tools and using Microsoft System Center 2012 - Operations Manager. Plan and implement; an application and a file services infrastructure that is highly available, a highly available server infrastructure by using the failover clustering features in Windows Server 2012, a business continuity strategy in a Windows Server 2012 environment, a PKI deployment, a certificate management solution, an AD FS server deployment and claims aware application access, Dynamic Access Control, Workplace Join and Work Folders, an AD RMS deployment plan and manage AD RMS templates and access, and external access to AD RMS services. Prepare a management infrastructure, including configuring boundaries, boundary groups, and resource discovery, and integrating mobile-device management with Microsoft Exchange Server. Deploy and manage the Configuration Manager client. Configure, manage, and monitor hardware and software inventory, and use Asset Intelligence and software metering. Identify and configure the most appropriate method to distribute and manage content used for deployments. Distribute, deploy, and monitor applications for managed users and systems. Maintain software updates for PCs that Configuration Manager manages. Use Configuration Manager to implement Endpoint Protection. Manage configuration items, baselines, and profiles to assess and configure compliance settings and data access for users and devices. Configure an operating-system deployment strategy by using Configuration Manager. Manage mobile devices by using Configuration Manager and Intune. Manage and maintain a Configuration Manager site.

DUTIES

: Install and configure windows server: Install and configure server roles and features. Configure Hyper-V. Deploy and configure core network services. Install and administer Active Directory. Create and manage Group Policy. Administer windows server: Configure File and Print Services Configure network services and access. Configure a Network Policy Server (NPS)

infrastructure. Configure and manage Active Directory. Configure and manage Group Policy. Configure advanced windows server services: Configure and manage high availability. Configure file and storage solutions. Implement business continuity and disaster recovery. Configure the Active Directory infrastructure. Configure identity and access solutions. Design and implement a server infrastructure: Plan and deploy a server infrastructure. Design and implement network infrastructure services. Design and implement network access services. Design and implement an Active Directory infrastructure (logical). Design and implement an Active Directory infrastructure (physical). Implement an advanced server infrastructure: Manage and maintain a server infrastructure. Plan and implement a highly available enterprise infrastructure. Plan and implement a server virtualization infrastructure. Deploy windows desktops and enterprise applications: Implement the Operating System Deployment (OSD) infrastructure. Implement a Lite Touch deployment. Implement a Zero Touch deployment. Create and maintain desktop images. Prepare and deploy the application environment. Administer system center configuration manager and intune: Deploy and manage virtual applications. Deploy and manage desktop and mobile applications. Plan and implement software updates. Manage compliance and Endpoint Protection settings. Manage Configuration Manager clients. Manage inventory using Configuration Manager. Provide and manage mobile devices.

ENQUIRIES : can be directed to Mr. M. Mbangi 040 609 6290 /6424/6248.

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

The Department of Rural Development and Agrarian Reform 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: Office of the Premier, The Recruitment Centre, Private Bag X0047, Bhisho, 5605; Hand Delivery: Room 1048, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

CLOSING DATE : 16 February 2018 (applications received after closing date will not be considered)

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 05/142 : **DIRECTOR: ENGINEERING SERVICES (REF. DRDAR 01/01/2018)**

SALARY CENTRE : An all-inclusive remuneration R 948 174.00 – R 1 116 918.00 (Level 13)
: Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA in B.Eng. / BSc (Eng.) Civil or Agricultural Engineering. A postgraduate qualification in B.Eng. / BSc (Eng.) Civil or Agricultural Engineering will be an added advantage.

Registration as professional engineer at Engineering Council of South Africa (ECSA). At least 5 years relevant post qualification experience at middle management / SMS level coupled with 5 years relevant post registration (ECSA) experience. A good understanding of the relevant government regulatory framework, Programme & project management, Engineering, legal & operational compliance, Engineering operational communication, Process knowledge & skills, Maintenance skills & knowledge, Mobile equipment operating skills, Engineering design & analysis knowledge, Research & Development, Computer-aided engineering applications, Creation of high performance culture, Technical consulting and Engineering & professional judgment. Proven leadership, strategic management, and financial management and people management skills. Excellent administrative, coordination and organizational skills. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. A valid driver's license is essential. Candidates will be subjected to a competency exercise.

- DUTIES** : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Maintain engineering operational effectiveness. Governance, allocate, monitor and control of resources, risk management, manage and implement knowledge sharing initiatives. Financial and human resource management. Coordinate design efforts and integration process across disciplines and ensure seamless integration with current technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment / services.
- ENQUIRIES** : can be directed to Mr M Mbangi 040 609 6424

OTHER POSTS

- POST 05/143** : **DEPUTY DIRECTOR: EARLY WARNING (REF. DRDAR 02/01/2018)**

- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R779 295. – R917 970. (Level 12)
: Head Office (Bhisho)
: A qualification at NQF 8 in Veterinary Science or Bachelor of Veterinary Medicine and Surgery. A postgraduate qualification in one of the relevant areas or Public Administration will be an advantage. Specialist training in any of the components in the Early Warning Systems. Computer literacy. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment. General: Good knowledge, interpretation and application of key and related Public Administration legislation, (PFMA, PSC, PMDS, HR). Specific: Registered with the South African Veterinary Council as a Veterinarian. At least 5-10 years' experience as a Veterinarian in the public sector. A good understanding of relevant Legislation in Veterinary Services: (Acts and Regulations). A good understanding of the Designing, Management and Implementation of Multi-Hazard Early Warning Systems. A good working knowledge of the GEMP (Good Emergency Management Planning) and the ICS (Incident Command Systems) concepts. Experience in the drafting and implementation of Response and Contingency plans in Animal Disease outbreaks. Experience in the management of Rapid Response activities in response to animal diseases outbreaks. Generic competencies: Critical thinking, General and Personnel Management. Negotiation and Conflict resolutions. Planning and Organizing.
- DUTIES** : The management of the Early Warning centre, its staff and equipment. Coordination of the activities of the various subunits in the component. Preparation of relevant management and subject specific reports. Programme planning and budgeting. Ensure that the activities in Early Warning are properly aligned to service the other directorates in Veterinary Services. Advise the Chief Director in all matters pertaining to Early Warning and Rapid Response in Veterinary Services.
- ENQUIRIES** : can be directed to Mr M Mbangi 040 609 6424

POST 05/144 : **DEPUTY DIRECTOR: EXPORT CONTROL & VETERINARY PUBLIC HEALTH (REF. DRDAR 03/01/2018)**

SALARY : An all-inclusive remuneration R779 295. – R917 970. (Level 12)
CENTRE : Head Office/Dohne
REQUIREMENTS : A qualification at NQF level 8 in Veterinary Science or a B.VMCh or BVSc qualification or equivalent qualification in veterinary science. The incumbent must be registered with the South African Veterinary Council (SAVC) as a Veterinarian in accordance with the Veterinary and Para-Veterinary Professions Act, 1982 (Act 19 of 1982). At least 6 years appropriate experience as a Veterinarian in the Public Service. Knowledge of the Meat Safety Act, 2000 (Act No. 40 of 2000), Animal Disease Act, 1984 (Act No. 35 of 1984), Principles of Export Certification, Veterinary Procedural Notices, EU Directives and working knowledge of the PFMA, Animal Welfare Legislation such as “Animal Protection Act and Performing Animal Protection Act.” Experience in auditing of food and export establishments will be an added advantage. The incumbent must be computer literate and have a valid driver’s licence. Candidates will be subjected to a competency assessment.

DUTIES : Manage the implementation of the Meat Safety Act No. 40 of 2000 and other relevant legislation in the Province in order to promote safety of meat and meat products. This entails, amongst others, keeping of updated databases of registered abattoirs and meat inspection personnel, evaluation of abattoir plans, overseeing and monitoring implementation of Independent Meat Inspection process. Facilitate export of animals and animal products through regular auditing of export establishments and export certifying State Veterinary Offices in the Province. Perform administrative and related functions, which would include, but not limited to, timeous compilation and submission of monthly and quarterly reports, including risk reports, avian influenza surveillance data and export listing data to DAFF, operational plans and annual performance plans. Manage all Veterinarians that are responsible for Export Control and other related matters at Districts.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

POST 05/145 : **DEPUTY DIRECTOR: CO-ORDINATION (REF. DRDAR 04/01/2018)**

SALARY : An all-inclusive remuneration R779 295. – R917 970. (Level 12)
CENTRE : Chris Hani District
REQUIREMENTS : A qualification at NQF 7 in Agriculture / Developmental Studies. At least 5 – 8 in Agriculture / Rural Development of which three (03) years must be at Assistant Director Level / Control ADT. Understanding of financial management, good organizing and facilitation skills, verbal and written communication skills, good interpersonal skills. Good knowledge of Outcome 7 priorities and coordination. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Co-ordinate agricultural and rural development activities within local municipality. Co-ordination, facilitation, alignment and integration development programmes in the local municipality through IDP. Provisioning of overall management in the local municipality. Ability to participate at local municipality IGR Forums. Co-ordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

POST 05/146 : **DEPUTY DIRECTOR: PROJECT IMPLEMENTATION AND MANGEMENT SERVICES (REF. DRDAR 05/01/2018)**

SALARY : An all-inclusive remuneration R779 295. – R917 970. (Level 12)
CENTRE : Chris Hani District
REQUIREMENTS : A qualification at NQF 6 in Agricultural Engineering / Engineering / Project Management. At least 5 years project management of which three years must be at an Assistant Director or Middle Management Level. Extensive knowledge on Project Management Principles and Methodologies. Project management implementation systems and monitoring & evaluation. Ability to create high performance culture. Ability to exercise professional, technical and objective analysis. Knowledge of legal compliance including Public Service Regulatory Framework, Project management skills. The candidate must be

able to demonstrate the following- Analytical skills, Creativity, Innovation, Self-management, Financial management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Computer-aided Project management applications software. Valid driver's license (Code EB) Candidates will be subjected to a competency assessment

DUTIES : Manage the execution of projects as project manager/setting appropriate management implementation systems in support of project planning and implementation/management of project system/s, set project standards, apply project management systems to improve operational efficiency and effectiveness. Manage and co-ordinate all aspects of projects. Ensure that project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans according to the requirements. Allocate, monitor and control resources. Apply methodology and enforce project standards to minimize risk on projects. Keep database of all projects. Ensure capacity building of project leaders and co-coordinators. Develop programs within the local municipality. Ensure effective and efficient mobilization and utilization of resources.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

POST 05/147 : **STATE VETERINARIAN (2 POSTS) (REF. DRDAR 8/01/2018)**

SALARY : An all-inclusive remuneration R657 558. – R774 576. (Level 11)
CENTRE : Tsolo Agriculture and Rural Development Institute (TARDI)
REQUIREMENTS : A qualification at NQF level 08 in Veterinary Science (BVSc) or Veterinary Medicine and Surgery (BVMCh) and registration with South African Veterinary Council as a Veterinarian. Sound knowledge of the Animal Disease Act 35 of 1984 & the Meat Safety Act. Good communication skills (writing & verbal), leadership skills, analytical and research skills, financial management skills, leadership skills and conflict management skills. Assessor and Moderator course an added advantage. MSc added advantage (Candidates without a MSc: Commitment to obtain further postgraduate qualification in reasonable time). A valid driver's license is essential.

DUTIES : Responsible for providing veterinary training (teaching, learning and practical training) , clinical service at TARDI Community Veterinary Clinic and outreach, research and continuing education in the area of animal health and veterinary public health. Support the One Health objective by providing support in other areas of veterinary work in the institute and cross-disciplinary projects and community engagements. Responsible for Animal Disease Surveillance and Control. Enforce compliance with the Animal Disease Act and Meat Safety Act. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

POST 05/148 : **PRODUCTION SCIENTIST (GRADE A): ANIMAL SCIENCE (REF. DRDAR 09/01/2018)**

SALARY : An all-inclusive remuneration R549 639. – R592 110. (OSD Level)
CENTRE : Dohne / Tardi
REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Animal Science. Compulsory registration with SACNASP as a Professional scientist. MSc an added advantage (Candidates without a MSc: Commitment to obtain further postgraduate qualification in reasonable time). At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

DUTIES : Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the farm facility and responsible for animal production. Develop and implement

		scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/149</u>	:	<u>PRODUCTION SCIENTIST (GRADE A): DAIRY (REF. DRDAR 10/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R549 639. – R592 110. (OSD Level) Dohne / Tardi A qualification at NQF level 7 in Agriculture – Animal Science majoring in dairy science. Compulsory registration with SACNASP as a Professional scientist. MSc an added advantage (Candidates without a MSc: Commitment to obtain further postgraduate qualification in reasonable time). At least three (3) years appropriate post qualification experience in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/150</u>	:	<u>ASSISTANT DIRECTOR: VETERINARY SERVICES (REF. DRDAR 11/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552. – R491 847. (Level 10) Joe Gqabi District A qualification at NQF level 6 in Animal Health. Registration with the South African Veterinary Council as an Animal Health Technician. At least 3-5 years relevant experience of which 2 years must be at supervisory level. Knowledge of the Animal Disease Act and Animal Health Act. Experience in the implementation of the Brucellosis and Tuberculosis Control. Scheme would be recommendable · Knowledge, training and experience in Epidemiology. Knowledge and experience in Controlled Animal Diseases in South Africa. Knowledge of Epizootic Diseases. Good computer skills. Good writing, reporting, communication and interpersonal skills. Computer literacy. A valid driving license is essential. Candidates might be subjected to a competency assessment.
<u>DUTIES</u>	:	The successful candidate will be in control of all technical units in the Animal Diseases Surveillance Unit. Development, upgrading and maintenance of disease contingency plans. Liaison with Veterinary District Managers with regard to disease outbreak control. Ensure that Response Stores are functional. Analyse and interpret animal disease reports and trends. Financial and HR Management.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/151</u>	:	<u>CONTROL VETERINARY PUBLIC HEALTH OFFICER (REF. DRDAR 12/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552. – R491 847. (Level 10) Alfred Nzo District A qualification at NQF level 6 in Environmental Health. At least 3-5 years' relevant experience in Veterinary Public Health services of which 2 years must be at supervisory level. Compulsory registration with South African Veterinary Council / HPCSA. Sound knowledge of abattoir planning and the construction

		of abattoirs. Proof of registration must be provided. A valid driver's license is essential. Computer literacy. Candidates might be subjected to competency assessment.
<u>DUTIES</u>	:	Participate in integrated development planning of local municipalities. Conduct awareness campaigns on food safety. Apply the Meat Safety Act and the Regulations promulgated in terms of the Act. Responsible for the planning, evaluation and monitoring of abattoir plans to ensure compliance with the Act. Audit abattoir hygiene during the slaughtering of animals. Investigate the illegal slaughtering of animals. Liaison and co-ordination with relevant departments and organizations. Personnel and financial management.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/152</u>	:	<u>SENIOR AGRICULTURAL ADVISOR (2 POSTS) (REF. DRDAR 13/01/2018)</u>
<u>SALARY</u>	:	R334 545. – R404 121. (Level 09)
<u>CENTRE</u>	:	Chris Hani District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 (four-year degree) in Agriculture. Compulsory Registration with SACNASP. At least 3-5 years appropriate experience in the field of extension and advisory services. Knowledge of Agriculture Extension Methodology and Project Planning. Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driving license is essential. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/153</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (Ref. DRDAR 14/01/2018)</u>
<u>SALARY</u>	:	R334 545. – R 404 121. (Level 09)
<u>CENTRE</u>	:	Tsolo Agriculture and Rural Development Institute (TARDI)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Supply Chain Management / Logistics/ Public Management/ Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for effective and efficient Procurement Services, Fleet Management services and Logistics · Ensure compliance with all relevant Supply Chain Management legislation and Policies. Management and control of LOGIS. Provide training to staff on the LOGIS system. Facilitate implementation of LOGIS within the department. Prepare Procurement Plans and be responsible for Bid administration. Monitor commitments and re-commitments on the system. Management and control of the departmental assets and transport. Management and handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration and supplier performance.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/154</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (REF. DRDAR 15/01/2018)</u>
<u>SALARY</u>	:	R334 545. – R404 121. (Level 09)
<u>CENTRE</u>	:	Tsolo Agriculture and Rural Development Institute (TARDI)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Financial Management / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 2 years must have been at a supervisory level in the relevant field. Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work

		extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills. Computer literacy. A valid driver's license is essential.
<u>DUTIES</u>	:	Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/155</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION SECURITY (REF. DRDAR 16/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545. – R404 121. (Level 09) Head Office (Bhisho) A qualification at NQF level 6 in Information and Communication Technology / Computer Science. At least 3-5 years' relevant experience of which 2 years must be at a supervisory level in System Administration, Network Security, Problem Solving, Information Security Policies, Process Improvement, On-Call Network Troubleshooting, Firewall Administration, Network Protocols, Routers, Hubs, and Switches. Experience in Government Systems will be an added advantage. A valid driver's license is essential. Ability to supervise and manage staff. Good interpersonal skills, verbal and written communication skills. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Protects system by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades system by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following departmental security standards. Rendering advice on all aspects relating to information security and technology to the Department.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/156</u>	:	<u>ASSISTANT DIRECTOR: HR PROVISIONING & HR REGISTRY SERVICES (REF. DRDAR 17/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545. – R404 121. (Level 09) Head Office (Bhisho) A qualification at NQF level 6 in HR Management / Public Management/ B.Com HR / Industrial Psychology. At least 3-5 years relevant experience of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL System. People management and empowerment skill, good interpersonal skill. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. A valid driver's license is essential. Computer literacy. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate recruitment and selection processes. Manage human resource benefits. Monitor the processing of allowances. Manage human resource provisioning services in relation to (Relocations, Transfers, Grade Progressions, Translations and Secondments, Structuring of MMS / SMS packages, Probations etc). Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR policies and other related legislation/s. Ensure data acquisition, analysis, information management and reporting in terms of Employment Practices. Manage HR Registry services. Manage the resources of the unit.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424

<u>POST 05/157</u>	:	<u>VETERINARY TECHNOLOGIST (4 POSTS) (REF. DRDAR 18/01/2018)</u>
<u>SALARY</u>	:	R281 418. – R331 497. (Level 08)
<u>CENTRE</u>	:	Chris Hani District, Western District
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 in Veterinary Technology or equivalent qualification. Registration with the South African Veterinary Council as a Vet Technologist. 3 years' experience in veterinary laboratory diagnostic services and laboratory quality management systems. Computer literacy. Ability to work under pressure. Good interpersonal skills, verbal and written communication skills. A valid driving license is essential.
<u>DUTIES</u>	:	Undertake Veterinary Laboratory Diagnostic testing. Field investigation and sampling, Receive, collect, register, and process specimens, Analyze and interpret laboratory diagnostic test readings. Use approved methods and techniques to carry out diagnostic tests, Review and verification of test results. Coordinate and supervise the activities of the Veterinary laboratory assistants in the Laboratory. Allocate responsibilities to Veterinary laboratory assistant and ensure that analysis done. Analyze and interpret laboratory diagnostic test readings. Provide advice on the results of the diagnostic tests. Disseminate information to the public, farmers, and organized agriculture on the results of diagnostic tests and types of diagnostic tests available, Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered. To perform administrative and related functions. Produce reports of laboratory analysis on a daily, monthly and annual basis, Forward planning of procurement for the laboratory section under his/her responsibility, stock control of the laboratory, control and maintenance of laboratory equipment, including calibration verification and Compile Standard operation procedures.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/158</u>	:	<u>AGRICULTURAL ADVISOR (REF. DRDAR 19/01/2018)</u>
<u>SALARY</u>	:	R281 418. – R331 497. (Level 08)
<u>CENTRE</u>	:	Tsolo Agriculture and Rural Development Institute (TARDI)
<u>REQUIREMENTS</u>	:	A minimum qualification at NQF level 7 in Agriculture. Compulsory registration with SACNASP. Exposure to assessor course or certificate is an added advantage. Self-management, People management, Change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation and Interpersonal skills. Advanced computer skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Development and implementation of animal welfare policies, procedures and guidelines for the relevant animal species (poultry and livestock). Performs the operational technical role for the academic department relating to practical coordination and farm skills, focusing on farms, feedlots and abattoirs / slaughtering facilities as well as undertake research activities under the guidance of senior staff members. Network with key players in the industry, suppliers, government, NGOs and research establishments towards supporting the academic programme. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/159</u>	:	<u>ANIMAL HEALTH TECHNICIAN (2 POSTS) (REF. DRDAR 20/01/2018)</u>
<u>SALARY</u>	:	R281 418. – R331 497. (Level 08)
<u>CENTRE</u>	:	Tsolo Agriculture and Rural Development Institute (TARDI)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Animal Health. A postgraduate qualification in Animal Health will be an added advantage. Compulsory registration with the South African Veterinary Council as an animal health technician. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate is expected to plan and implement disease control measures for TARDI animals as well as provide lecturing and practical training in the diploma animal health. Measures, which would, entail Administering of vaccinations for animal diseases, Collect specimens, examine and dispatch

samples with regard to animal diseases and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of noticeable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, entail Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post mortems and animal diseases. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

POST 05/160 : **SENIOR PERSAL PRACTITIONER (REF. DRDAR 21/01/2018)**

SALARY : R281 418. – R331 497. (Level 08)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF level 6 in Human Resources Management / Public Management / Administration. At least 3-5 years' relevant experience in Persal Administration/Management. Successful completion of PERSAL Introduction, PERSAL Personnel Administration & PERSAL Establishment. Thorough knowledge PERSAL system operation, applicable requirements for PERSAL Users, Supervisors, Personnel and Salary Controllers is essential. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver's license. Computer literacy.

DUTIES : Orientation of the users of PERSAL system. Ensure effective monitoring and control of all PERSAL related functions. Ensure effective and efficient utilization and management of human, physical and financial resources of the sub-directorate. Ensure development and implementation of policies relating to PERSAL management. Knowledge of PERSAL BAS interface. Develop, monitor and evaluate the rendering of PERSAL services within the department. Liaise with Provincial and National Treasury regarding the functionality of PERSAL system, compliance matters and extraction of reports from PERSAL system. Sorting of extracted reports according to the individual needs. Management of reporting on activities of the sub-directorate.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

POST 05/161 : **DATABASE DEVELOPER (REF. DRDAR 22/01/2018)**

SALARY : R281 418. – R331 497. (Level 08)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF level 6 in Information and Communication Technology or B. Com in Information Systems / Financial Information Systems. MCDBA will be an added advantage. A minimum of 2 years' experience in designing, implementing and administering Databases (MS SQL/Oracle) ,SQL Server Reporting Services or Crystal Reports, .NET (C#), ASP, and Microsoft BI Development Studio. Experience with schema design, ERD's, stored procedures, data modelling and reporting services. Hands-on database development/design experience including logical and physical modelling. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Administer and design databases, this includes administrate and control database access, Database Backup and Recovery, Database maintenance, Database Performance Management, Database Capacity Management, Data Integrity, Database System Software Maintenance, Application Software Maintenance, Database Creation and Database Design. Design database schema and ERD's. Ensure that change control processes are adhered to.

ENQUIRIES : can be directed to Mr M Mbangi 040 609 6424

<u>POST 05/162</u>	:	<u>DATA TECHNOLOGIST (REF. DRDAR 23/01/2018)</u>
<u>SALARY</u>	:	R281 418. – R331 497. (Level 08)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Information and Communication Technology or B. Com. in Computer Science or Information Management, or Similar Analytical discipline. A minimum of 2 years' experience with SQL Server Reporting Services, data analysis, hands-on database querying, data modelling and data integration. At least one-year experience in application/software development. Experience with data warehouse and experience in BI solutions and knowledge of programming for data transformation (.Net Framework and XML) is a plus. Good communication and report writing skills. Ability to conduct research. Ability to work under pressure. Good interpersonal skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Extract and manage multiple sets of data from various databases and sources, bringing together data from several channels for comparative analysis. Perform data cleansing to ensure source data is accurate for reporting. Design reporting dashboards to translate data to an understandable illustrative format. Assist in documenting all data management procedures and specifications. Fulfill ad hoc reporting requests. Conduct data analysis and reporting, project planning and management, including management of scope of work and time estimation.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/163</u>	:	<u>TECHNICAL SUPPORT OFFICER (REF. DRDAR 24/01/2018)</u>
<u>SALARY</u>	:	R226 611. – R266 943. (Level 7)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Information and Communication Technology or B. Com. in Computer Science Degree or Diploma in Education or Facilitation with ICDL or certification as an Assessor will be an added advantage. A minimum of 2 years of application software experience and Training facilitation. Knowledge in Database Application systems and Microsoft Packages. Good communication skills, Report writing, Ability to conduct research. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driving license is essential.
<u>DUTIES</u>	:	Render management and execution of application training and hand-holding services, this includes; planning, organizing, monitoring and controlling training activities and performing training services. Ability to learn organization supported applications and support new applications. Compile, update and print training material, user guides and training certificates. Render technical leadership, mentorship and communication which includes; providing technical training and mentorship. Lead Technical (Application Training) Team and Communicate technical issues with relevant parties.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/164</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HR PROVISIONING (REF. DRDAR 25/01/2018)</u>
<u>SALARY</u>	:	R226 611. – R 266 943. (Level 7)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resource Management. At least 2 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driving license is essential
<u>DUTIES</u>	:	Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with

		Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information. can be directed to Mr M Mbangi 040 609 6424
<u>ENQUIRIES</u>	:	
<u>POST 05/165</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (REF. DRDAR 26/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. – R266 943. (Level 7) Head Office (Bhisho) A qualification at NQF level 6 in Financial Management majoring in Accounting / Financial Management. At least 2 years' relevant experience in financial management. Knowledge of Financial Management. Good knowledge of BAS. Communication and Interpersonal skills. Knowledge of PFMA, Treasury Regulations and Modified Cash Standards.
<u>DUTIES</u>	:	Compile weekly cash flow for the department. Co-ordinate the supporting documentation for the preparation of the weekly cash flow. Submitting the weekly cash flow for signature and to Provincial Treasury. Prepare journals related to cash and banking. Maintain files for all cash and banking journals. Prepare annual and interim financial statements (AFS/IFS) for the department. Compile working paper files for the AFS and IFS. Assist with the submission of AFS and IFS at Provincial Treasury.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/166</u>	:	<u>STATE ACCOUNTANT: FINANCIAL PLANNING & CONTROL (REF. DRDAR 27/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. – R266 943. (Level 7) Tsolo Agriculture and Rural Development Institute (TARDI) A qualification at NQF level 6 in Financial Management majoring in Accounting / Cost & Management Accounting. Three (03) years' relevant experience in expenditures services. Knowledge of Financial Management / Budget planning and implementation. Good knowledge of BAS and Logis. Communication and Interpersonal skills. Knowledge of PFMA and Public Service Regulations and Treasury Regulations.
<u>DUTIES</u>	:	Checking and counter-signing of payments documentation. Processing and reconciliation of Sundry Creditor transactions. Preparation of reconciliation of creditors on a monthly basis. Processing of payments in the District. Maintaining commitment registers and journals in the District. Handling account queries in the District. Monitoring the processing of creditors, sundry and transfer payments. Preparing journals on misallocated codes. Perform supplier reconciliation. Checking of creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on Logis. Monitoring of documents centre. Compile and submit accrual reports on a monthly basis. Attend to audit queries. Attend to queries from suppliers.
<u>ENQUIRIES</u>	:	can be directed to Mr M Mbangi 040 609 6424
<u>POST 05/167</u>	:	<u>INTERNAL AUDITOR (REF. DRDAR 28/01/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. – R266 943. (Level 7) Head Office (Bhisho) A qualification at NQF level 6 in in Auditing with Internal Auditing as a major subject. 2 - 3 years' relevant experience in Internal Auditing environment. Knowledge of Teammate system, Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirements, Standards for professional Practice of Internal Auditors. Excel skills, Problem solving skills, Interpersonal Relations, Writing and Verbal Communication and Analytical thinking. A valid driver's license will be added advantage.
<u>DUTIES</u>	:	Execute of allocated projects in terms of the annual internal audit plan. Set up an entry meeting to discuss the scope of the audit. Document clear and concise system description with the client. Perform audit tests as per audit programme reviewed by the audit supervisor. Document test results on working papers. Ensure that all work is conducted in line with the professional and ethical standards of the IIA and is in full compliance with the methodology of the unit. Document audit findings as per audit procedures. Prepare the audit files for all the allocated projects completed/ensure completeness of the file. Perform follow up audits.

- ENQUIRIES** : can be directed to Mr M Mbangi 040 609 6424
- POST 05/168** : **PERSONAL ASSISTANT TO DIRECTOR: PIMS (REF. DRDAR 29/01/2018)**
- SALARY** : R226 611. – R266 943. (Level 7)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license will be an added advantage.
- DUTIES** : Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.
- ENQUIRIES** : can be directed to Mr M Mbangi 040 609 6424
- POST 05/169** : **PERSONAL ASSISTANT TO DIRECTOR: GITO (REF. DRDAR 30/01/2018)**
- SALARY** : R226 611. – R266 943. (Level 7)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license will be an added advantage.
- DUTIES** : Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.
- ENQUIRIES** : can be directed to Mr M Mbangi 040 609 6424
- POST 05/170** : **COMMUNITY ANIMAL HEALTH WORKER (10 POSTS) (REF. DRDAR 31/01/2018)**
- SALARY** : R107 886. – R127 086. (Level 03)
CENTRE : Amatole, Joe Gqabi & O.R. Tambo Districts
REQUIREMENTS : Minimum of Grade 10 and related experience to dipping functions. Grade 12 and animal health experience will be added advantage. Candidates will be subjected to a competency assessment.
- DUTIES** : Count and record cattle for dipping. Ensure that water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
- ENQUIRIES** : can be directed to Mr M Mbangi 040 609 6424

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Applications can be forwarded to the following District:
Provincial Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.
Alfred Nzo: The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to Ms L. Gawula at 039 – 2540900.
Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626.
Buffalo City Metro: The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.
Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 808-3709.
Joe Gqabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.
Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, IbhayiBulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750.
Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at 046 636-1484.
O.R. Tambo: The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944.

CLOSING DATE NOTE

: 16 February 2018
: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Whites

and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to

OTHER POSTS

- POST 05/171** : **CONSTRUCTION PROJECT MANAGER GR B (REF DSD 01/02/2018)**
(1 year contract)
- SALARY** : R726 048 (Gr B)
CENTRE : Provincial Office
REQUIREMENTS : Standard 10/ Grade 12 plus National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- DUTIES** : Manage and co-ordinate all aspects of projects:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: - Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: - Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: - Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 05/172** : **SOCIAL WORK MANAGER: NPO MANAGEMENT GR1 (4 POSTS)**
- SALARY** : R664 332 per annum
CENTRE : Joe Gqabi: District Office (Ref DSD 01/02/2018) (1)
Elundini Service Office (Ref DSD 01/03/2018) (1)
Sarah Baartman: District Office (Ref DSD 04/02/2018) (1)
Alfred Nzo: Mbizana Service Office (1) (Ref DSD 05/02/2018).
- REQUIREMENTS** : Standard 10/ Grade 12 plus a BA Degree in Social Work plus professional registration with the South African Council for Social Service Professions with a minimum of 10 years' appropriate experience after registration as a Social Worker with the SACSSP. A valid South African driver's license is a prerequisite. Computer Literacy. Previous work with NPOs will be an added advantage. Competencies: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. The ability and competence to assist and empower individuals, families, groups, organizations and communicate to enhance their social functions and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. Understanding and ability to provide complex social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability to compile complex reports.
- DUTIES** : Manage NPO funding processes of the District/ Area. Manage registration and compliance of NPO's legislations. Monitor performance of NPO's in line with legislation and Service Level Agreements. Provide guidance and support to stakeholders. Supervise staff.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

<u>POST 05/173</u>	:	<u>SOCIAL WORK SUPERVISOR Gr1 (SERVICE OFFICE MANAGER)</u>
<u>SALARY</u>	:	R341 322per annum
<u>CENTRE</u>	:	(Ref DSD 26/01/2018) Sarah Baartman: Grahamstown Service Office (1); (Ref DSD 27/01/2018) OR. Tambo: Ngquza Hill Service Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies. Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs • Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative• Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.
<u>DUTIES</u>	:	Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/174</u>	:	<u>SOCIAL WORK SUPERVISOR GR 1: (REF DSD 28/01/2018)</u>
<u>SALARY</u>	:	R341 322per annum
<u>CENTRE</u>	:	Sarah Baartman: Graaf Reinet Service Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's licence. Computer literacy and excellent report-writing skills.Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/175</u>	:	<u>ASSISTANT DIRECTOR: SALARY CONTROLLER: (REF DSD 06/01/2018)</u>
<u>SALARY</u>	:	R334 545per annum (level 9)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B. Degree/National Diploma in Financial Management/ Internal Audit OR NQF6 qualification with 3 years working

experience with System Control or Internal Control OR Grade 12 with 5 years' experience working within System Control or Internal Control. Successful completion of the Persal Introduction and Salary Administration courses. Knowledge of System Control, Internal Controls and relevant National Directives. A valid South African driver's license is a prerequisite. Computer Literacy. Competencies: Effective communication (verbal and written), Planning and Organization. Relationship Management. Analytical thinking, problem solving skills, decision making skills, presentation skills and report writing skills.

DUTIES : Monitor the Persal system and provide management information reports for analysis and decision making. Draw Audit Control and Salary reports on Persal. Monitor and advice on accurate, reliable and credible persal information in accordance to \nmir in terms of Persal clean up strategy. Accountable for the effective utilization of the Persal system.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 05/176 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (8 POSTS)**

SALARY CENTRE : R334 545per annum (level 9)
 : Sarah Baartman: Grahamstown (1) (Ref DSD 07/01/2018),
 Nelson Mandela Metro: Port Elizabeth (1) (Ref DSD 08/01/2018)
 Amathole: East London (1) (Ref DSD 09/01/2018)
 Joe Gqabi: Aliwal North (1) (Ref DSD 10/01/2018)
 Chris Hani: Queenstown (1) (Ref DSD 11/01/2018)
 Buffalo City Metro: East London (1) (Ref DSD 12/01/2018)
 OR Tambo: Mthatha (1) (Ref DSD 13/01/2018)
 Alfred Nzo: Mount Ayliff (1) (Ref DSD 15/01/2018)

REQUIREMENTS : Standard 10/ Grade 12 plus a B Degree/National Diploma in Security Management/ Risk Management/ Police Administration/ Policing/ Law or Criminal Justice. Minimum 5 years' experience in the security field of which 3 years should be on a supervisory level. Registration with the Private Security Standards and the minimum physical of which three years must be at supervisory level. Registration with the Private Security Industrial Regulatory Authority (PSIRA) with Grade B. A valid South African driver's license is a prerequisite. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record; citizenship & financial/ asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

DUTIES : Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems in the District. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the District. Implement proper key and key combination control as per the Departmental Key Control directive. Give input in specifications for security tenders. Monitor contracted security companies for compliance to the Service Level Agreement. Implementation of minimum information security measures to safeguard sensitive government information and assets. Implementation and monitoring compliance of/with the Minimum Information Security Standards (MISS), security directive document security and communications security provisions and prescripts in the District. Participation in the compliance related committees in the District. Classification and re-classification of sensitive information. Implementation of personnel security measures. Implementation

of the Departmental personnel security directive. Coordinate and monitor all applications submitted for security vetting and company screening. Monitor the implementation of personnel suitability checks in the District. Develop, implement and monitor implementation of contingency plan. In conjunction with the District security committee develop, implement and monitor a contingency plan in line with the security directive: contingency procedures. Emergency drills to be effected to determine the affectivity of the plan. Participate in the emergency / OHS committee meetings. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security investigations regarding all security breaches. Conduct in-house security investigations regarding all security breaches. Implementation of the Departmental security directive: breach of security. Report to the relevant security structures. Keep record of all incidents. React to any reported breaches of security and recommend mitigating measures for implementation. Implementation of security administration for the effectiveness of the unit. Implementation of security administration relating to Human Resource, Financial Management, Supply Chain Management within the unit to ensure that the unit is sufficiently resourced to perform its mandate. Effective implementation of security administration to ensure proper forecasting of correct resources that the correct time to ensure efficient and effective security management is performed in the Districts. Conduct security awareness campaigns on physical-, information security and contingency planning. Identify threats and risks related to security. Participation in the development of the Departmental Security Awareness Program. Implementation of the approved departmental awareness program in the District. Implementation of creative security awareness strategies in order to keep staff and visitors informed about security.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 05/177 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (PHYSICAL SECURITY) (REF DSD 16/01/2018)**

SALARY CENTRE REQUIREMENTS : R334 545per annum (level 9)
: Head Office (1)
: Standard 10/ Grade 12 plus a B Degree/National Diploma in Security Management/ Risk Management/ Police Administration/ Policing/ Law or Criminal Justice. Minimum 5 years' experience in the security field of which 3 years should be on a supervisory level. Registration with the Private Security Standards and the minimum physical of which three years must be at supervisory level. Registration with the Private Security Industrial Regulatory Authority (PSIRA) with Grade B. A valid South African driver's license is a prerequisite. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record; citizenship & financial/ asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

DUTIES : Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implementation of identification card system to identify all employees and visitors. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and assist Districts on implementation of TSCM. Manage and control office keys and

combinations. Implement proper key and key combination controls as per the Departmental Key Control directive. Manage the electronic access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at the Provincial Office and report to the relevant security structures. Keep record of all incidents. Investigations can be conducted in the Districts on invitation. Manage and monitor contracted security services. Give input in specifications of security tenders. Manage contracted security companies performing security services. Conduct quarterly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Implementation of security directive: contingency procedures in the Provincial Office. Participate in the emergency / OHS committee meetings of the Department. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Compile annual awareness plan to include presentations, posters, ICT pop-up messages etc. Conduct security awareness with Provincial Office personnel and on invitation in the Districts.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 05/178 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (INFORMATION SECURITY) (REF DSD 7/01/2018)**

SALARY CENTRE REQUIREMENTS : R334 545per annum (level 9)
 : Head Office (1)
 : Standard 10/ Grade 12 plus a B Degree/National Diploma in Security Management/ Risk Management/ Police Administration/ Policing/ Law or Criminal Justice. Minimum 5 years' experience in the security field of which 3 years should be on a supervisory level. Registration with the Private Security Standards and the minimum physical of which three years must be at supervisory level. Registration with the Private Security Industrial Regulatory Authority (PSIRA) with Grade B. A valid South African driver's license is a prerequisite. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record; citizenship & financial/ asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

DUTIES : Implementation of minimum information security measures to safeguard sensitive government information and assets. Implementation and monitoring compliance of/with the Minimum Information Security Standards (MISS) in the Department. Participation in the compliance related committees in the Department. Compiling and reviewing of relevant directives and measures relating to information security. Implementation of Document / Information Security in the Department. Implementation of the Departmental security directive relating to document security. Participation in the Departmental records management forum and ICT Compliance Committee. Classification and Categorization of Departmental documents. Monitoring of compliance with the implementation of directives and measures. Review of directives. Implementation of Personnel Security in the Department. Implementation of the Departmental Personnel security directive. Coordinate implementation and monitor security vetting application processes and personnel suitability

checks. Coordinate application processes relating to company screening. Facilitate processes relating to foreign visits conducted by officials of the Department. Implementation of communication security provisions and prescripts in the Department. Develop and implement communication security measures related to sensitive information and equipment. Conduct in-house security investigations relating to information security breaches. Implementation of Departmental security directive: breach of security. Investigate all sensitive information related security breaches occurring at the Provincial Office and compile relevant reports to recommend mitigation. Investigations can be conducted in Districts on invitation. Conduct information security awareness campaigns. Identify threats and risks related to information security. Compile annual awareness plan to include presentations, posters, ICT pop-up messages, etc. Conduct security awareness at the Provincial Office and on invitation in the Districts.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 05/179 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (2)**

SALARY : R334 545per annum
CENTRE : (Ref DSD 18/01/2018) Buffalo City Metro: District Office (1);
 (Ref DSD 19/01/2018) Nelson Mandela Metro: District Office (1)

REQUIREMENTS : Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Human Resource of which three years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies: Knowledge of LRA, BCEA, PSR, PSA and relevant government Regulations and policies. Sound knowledge of relevant PSCBC and PHSDSBC collective agreements, disciplinary code in the public service, dispute resolution rules, human resources policies, strategies and related matters. Possession of strategic capability, analytical and negotiation skills. Knowledge of codes of good practices annexed to the LRA. Possession of good writing and oral communication skills, customer care, people management, change management, coordination and planning skills, sound interpersonal and conflict resolution skills

DUTIES : Develop and implement labour relations policies, codes and practices. Handle staff grievances, disputes, incapacity and disciplinary matters. Provide labour relations support to the Districts. Facilitate capacity building to management and employees on all labour relations and labour law matters. Facilitate implementation of HIV/Aids programmes and establish networks for implementation of those programmes. Implement, facilitate and monitor SHE programmes. Identify potential hazards and major incidents at the work place. Facilitate the capacitation of employee wellness committees and SHE representatives.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 05/180 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT TO THE OFFICE OF THE HOD (REF DSD 20/01/2018)**

SALARY : R334 545per annum (level 9)
CENTRE : Provincial Office (1)

REQUIREMENTS : A relevant National Diploma/Bachelor's Degree and a valid code EB driver's license. Experience: 3-5 years' supervisory experience in administration. Knowledge: PSR, PFMA, Treasury Regulations, knowledge of the administrative functioning and understanding of the Public Service Structure. Skills: Organizing, Planning, Problem solving, Analytical, Computer literacy, Time management, Minute taking, Conflict Management, Decision making, Interpersonal relations, communication (Verbal/ written), Self-discipline, be able to cope under pressure, Supervisory, Policy analysis and development.

DUTIES : To ensure financial support to the HOD; request and analyse monthly reports, update and maintain detailed commitment register; provide, compile and submit budget for the office of the HOD and render advice and guidance within the component on financial matters. Ensure provision of administrative support services to the Office of the HOD; coordinate meetings, conferences and

		seminars and ensure logistical arrangements. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Provide executive secretariat duties to meetings (DMCO, MANCO and EXCO). Ensure the effective and efficient management of staff; liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/181</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES INFRASTRUCTURE (REF DSD 21/01/2018)</u>
<u>SALARY</u>	:	R334 545per annum (level 9)
<u>CENTRE</u>	:	Head Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Building / Civil Engineering with at least a minimum of 5 years' experience in facility management in a Public sector environment. Registration with relevant Professional Council/Board as a Built Environment Professional. Computer Literacy. A valid South African driver's license is a prerequisite. Competencies: Proven skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of the prescripts of the infrastructure policies and strategies in the Public Sector. 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. Practical experience in Project Management and Financial Management.
<u>DUTIES</u>	:	Ability in preparing written reports, presentations, drafting of policies, circular development, specifications development and system description pertaining to Infrastructure and Facilities Management. Technical assessment (building, electrical and mechanical for air conditioners, generators for lighting, fridges, industrial washing machines, industrial stoves) and development of bill of quantities for the maintenance of offices and institutions of the Department. Manage maintenance register of the Department. Attend and report from technical infrastructure meetings under construction. Effective, efficient, economical and transparent use of resources and proposal cost saving measures in a limited resource environment. Development of specifications for Facilities Management in line Supply Chain Management prescripts. Monthly adherence to given deadlines of maintaining monthly costing schedules of soft services, office lease register, cellphone register, photocopier registers and Commitments Register, for the Department in compliance with the prescripts. Monthly submission of Monthly Report/s in terms of the Departmental Operational Plans and Annual Performance Plans with portfolio of events. Perform audits on municipal water and electrical meters, telephone landline audit. Preparation of annual budget and cash flow projections for facilities services. Reconciliation of payments of facility services. Clearing of outstanding commitments of facility services. Strong analytical and desktop computer skills especially spread sheet applications. Working closely with Contracts Management to monitor delivery of facilities services.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/182</u>	:	<u>ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING: (2)</u>
<u>SALARY</u>	:	R334 545per annum (level 9)
<u>CENTRE</u>	:	(Ref DSD 22/01/2018) Sarah Baartman: District Office (1); (Ref DSD 23/01/2018) Joe Gqabi: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Human Resource of which three years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies:

		Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.
<u>DUTIES</u>	:	Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/183</u>	:	<u>WEB DEVELOPER- SYSTEM DEVELOPMENT (REF DSD 24/01/2018)</u>
<u>SALARY</u>	:	R334 545per annum (level 9)
<u>CENTRE</u>	:	Head Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Computer Science or Diploma in Information Technology or B.Com in Information Systems/Financial Information Systems, MCSD or SharePoint certification will be an added advantage. A minimum of three (3) years Web Development. Understanding of the Microsoft SharePoint suite. Solid practical working on: ASP.Net 3.5/later, VB.Net or C#, Experience in working with more than one programming language. Experience in working with SQL 2005/later, XML, HTML, Java Script. Knowledge of DHTML, XHTML, CSS, RSS, AJAX and XML Web Services. Understanding of Active Directory, user groups and permissions. Experience in Government systems will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: SharePoint Administration. Website design, development, implementation & maintenance using SharePoint. Developing.NET applications. Ability to use ASP.net and VB.Net or C#; Microsoft SQL 2005/later. Organizational knowledge and analysis, Integration techniques, basic understanding of Active Directory.
<u>DUTIES</u>	:	Research, design, develop, implement & maintain business process automation through MS SharePoint. SharePoint Administration. Design, code and maintain application software through Visual Studio .Net. Ensure that standards, procedures and methods for the development and maintenance of the applicable applications are adhered to. Ensure that change control procedures are adhered
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/184</u>	:	<u>SYSTEM DEVELOPER- SYSTEM DEVELOPMENT AND MANAGEMENT (REF DSD 25/01/2018)</u>
<u>SALARY</u>	:	R334 545per annum (level 9)
<u>CENTRE</u>	:	Head Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Computer Science or Diploma in Information Technology or B Com in Information Systems/Financial Information Systems. MCSD will be an added advantage. A minimum of 3+ years' .NET development experience. Experience in developing and deploying .NET applications. Solid practical working on ASP.Net 3.5/later, VB.Net or C#. Experience in working with SQL 2005/later, XML, HTML, Java Script. Knowledge of DHTML, XHTML, CSS, RSS, AJAX and XML Web Services. An understanding of the server and networking environment. Experience in Government systems will be an added advantage. Prepared to work after hours, even on weekends. A valid South African driver's license is a prerequisite. Competencies: Skill in the interpretation of systems requirements into technical design and development of applications to meet these requirements, within agreed timeframes. Skill in developing and

		deploying .NET applications. The ability to work on .Net framework 2.0 or later. The ability to use ASP.net and VB.Net or C#. The ability to work with Microsoft SQL 2005/later.
<u>DUTIES</u>	:	Develop and maintain application software and applicable documentation. Provide technical support and ensure technical stability of application systems. Execute technical investigations, impact analysis and compilation of technical solutions and action plans. Provide assistance with regard to the identification of procedures, processes and the information flow required for the maintenance of systems in line with both departmental and client strategies, and information requirements. Provide applicable training. Assist with the integration and implementation of systems. Communicate with relevant parties. Perform quality assurance, which includes actively adhering to ISO and other quality standards and procedures, as well as assist with the formulation of procedures and standards for the Department.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/185</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR: NPO MANAGEMENT GR1</u>
<u>SALARY CENTRE</u>	:	R323 178 per annum
	:	(Ref DSD 35/01/2018) Joe Gqabi: District Office (1)
	:	(Ref DSD 36/01/2018) Alfred Nzo: District Office (1)
	:	(Ref DSD 37/01/2018) Sarah Baartman: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Social Science with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies plus a minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. Previous work with NPO's will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.
<u>DUTIES</u>	:	Analyse monitoring reports from the local service office and provide guidance and support. Monitor adherence to SLA and legislation. Monitor operational performance in line with financial investment. Monitor and analyse interventions by NPO's performance in line with District needs. Conduct evaluation for impact analysis at specified periods.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/186</u>	:	<u>CHIEF NETWORK CONTROLLER (REF DSD 29/01/2018)</u>
<u>SALARY CENTRE</u>	:	R281 418 per annum (level 8)
	:	Joe Gqabi: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in ICT/ Electronics OR Matric with international recognized certification in A+, N+, CCNA or MCSE. A minimum 3 years' experience in the field of LAN and Desktop user support. A valid South African driver's license is a prerequisite. Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LANs and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems on ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in a LAN such as desktops, switches, servers and routers.
<u>DUTIES</u>	:	To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.

<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/187</u>	:	<u>SENIOR ADMIN OFFICER: (2)</u>
<u>SALARY CENTRE</u>	:	R281 418 per annum (level 8) (Ref DSD 30/01/2018) Joe Gqabi: District Office (1) (Ref DSD 31/01/2018) Alfred Nzo: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Public Administration/equivalent qualification with 3 years' experience OR Grade 12 certificate plus a minimum of 10 years' experience in General Administration. Computer Literacy. A valid South African driver's license is a prerequisite. Competencies: Knowledge of NPO management processes and policies. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and relevant Government Regulations and Policies. Supervisory and management skills. Process in the Government, ability to work extended hours. Strong Planning Skills, sound interpersonal and conflict management skills.
<u>DUTIES</u>	:	Be responsible for a variety of administrative duties related to provisioning service. Perform a supporting function to other technical staff in Centre. Prepare and submit consolidated monthly and quarterly management reports, performance reports. Provide logistic support functions, such as NPO funding Coordination and support to NPO's. Monitor budget expenditure patterns as well as monthly projection for the District. Manage and supervise administration officers.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/188</u>	:	<u>SENIOR STATE ACCOUNTANT: (3)</u>
<u>SALARY CENTRE</u>	:	R281 418 per annum (level 8) (Ref DSD 32/01/2018) Joe Gqabi: District Office (1) (Ref DSD 33/01/2018) Alfred Nzo: District Office (1) (Ref DSD 34/01/2018) Sarah Baartman: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance with Accounting /Internal Auditing with Accounting OR Matric with 10 years working experience at Financial Accounting Services. Computer Literacy. Persal introduction. Competencies: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and Persal. Good communication skills (verbal and written). Ability to work under pressure and meet deadlines will be recommendations.
<u>DUTIES</u>	:	Monitor claim submission by NPO's. Monitor budget reconciliation and expenditure patterns. Prepare and present expenditure reports for the District. Supervise and manage state accountants.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/189</u>	:	<u>CHIEF REGISTRY CLERK: (3)</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum (level 7) (Ref DSD 38/01/2018) Provincial Office (2); (Ref DSD 39/01/2018) Nelson Mandela Metro: Joe Gqabi District Office (1).
<u>REQUIREMENTS</u>	:	Grade 12/ Matric or equivalent qualification. 3 years' experience in records management. Computer Literacy. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

<u>POST 05/190</u>	:	<u>PERSONAL ASSISTANT: (6 MONTHS CONTRACT) (Ref DSD 40/01/2018)</u>
<u>SALARY</u>	:	R226 611 per annum (level 7)
<u>CENTRE</u>	:	Provincial Office: Institutional Capacity Building (ICB).
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma coupled with three (2) years relevant experience OR Matric with ten (10) years secretarial experience. Computer literacy. Competencies: Knowledge of Public Service policies and procedures. Good communication skills. Innovative thinking ability as well as problem solving skills. Sound personal values in terms of honesty, integrity and confidentiality. Excellent personal and Organisational skills
<u>DUTIES</u>	:	Record appointment and events and manage the Director's diary. Scrutinize incoming and outgoing documents to determine actions/information/other documents required. Prepare documents, memorandums, letters and presentations for the Director. Compile agenda and take minutes during Directorate meetings. Follow up on resolutions take in the meetings. Liaise with travel agencies to make travel and related arrangements (flight, care rental, accommodation etc.) Process travel and subsistence claims for the Director. Create and maintain a filing system in line with the Departmental filing system. Execute procurement processes, follow – ups invoices, compile GRV's and clear outstanding commitments
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/191</u>	:	<u>STATE ACCOUNTANT: NPO MANAGEMENT (8)</u>
<u>SALARY</u>	:	R226 611per annum (level 7)
<u>CENTRE</u>	:	(Ref DSD 41/01/2018) Alfred Nzo: Matatiele Service Office (1); (Ref DSD 42/01/2018) Ntabankulu Local Service Office (1); (Ref DSD 43/01/2018) Joe Gqabi: Senqu Local Service Office (1), (Ref DSD 44/01/2018) Walter Sisulu Local Service Office (1), (Ref DSD 45/01/2018) Elundini Local Service Office (1); (Ref DSD 46/01/2018) Sarah Baartman: Grahamstown Local Service Office (1), (Ref DSD 47/01/2018) Humansdorp Local Service Office (1), (Ref DSD 48/01/2018) Graaf Reinet Local Service Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance or Internal Auditing with three years relevant experience OR Senior Certificate with at least five years relevant experience working in finance administration. Computer Literacy. Previous work with NPO's will be an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and PERSAL.
<u>DUTIES</u>	:	Prepare claims in line with budget. Expedite submission of claims by NPO's. Reconcile expenditure with budget. Maintain database of NPO's. Prepare monthly and annual expenditure reports.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/192</u>	:	<u>ADMIN OFFICER: NPO (COMPLIANCE AND MONITORNG) (14 POSTS)</u>
<u>SALARY</u>	:	R226 611per annum (level 7)
<u>CENTRE</u>	:	(Ref DSD 49/01/2018) Alfred Nzo: Matatiele Local Service Office (1) (Ref DSD 50/01/2018) Ntabankulu Local Service Office (1) (Ref DSD 51/01/2018) Mbizana Local Service Office (1) (Ref DSD 52/01/2018) Sarah Baartman: Grahamstown Local Service Office (1) (Ref DSD 53/01/2018) District Office (1) (Ref DSD 54/01/2018) Humansdorp Local Service Office (1) (Ref DSD 55/01/2018) Graaf Reinet Local Service Office (1); (Ref DSD 56/01/2018) Joe Gqabi: Elundini Local Service Office (1) (Ref DSD 57/01/2018) Senqu Local Service Office (1) (Ref DSD 58/01/2018) OR Tambo: Libode Service Office (1) (Ref DSD 59/01/2018) District Office (1) (Ref DSD 60/01/2018) Lusikisiki Service Office (1) (Ref DSD 61/01/2018) Port St Johns Service Office (1) (Ref DSD 62/01/2018) Nelson Mandela: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Administration/ Accounting/ equivalent qualification plus a minimum of 2 years practical

		experience OR Grade 12/equivalent qualification with five (5) years relevant experience in administration environment. Previous work with NPO's will be an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
<u>DUTIES</u>	:	Manage the claim submission process of NPO's. Conduct records and document management both manually and electronically. Update and process information from the helpdesks. Update and process information from the NPO's.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/193</u>	:	<u>ADMIN OFFICER: CIO (REF DSD 63/01/2018)</u>
<u>SALARY</u>	:	R226 611per annum (level 7)
<u>CENTRE</u>	:	Provincial Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Administration/ Accounting/equivalent qualification plus a minimum of 2 years practical experience OR Grade 12/equivalent qualification with five (5) years relevant experience in administration environment. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
<u>DUTIES</u>	:	Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/194</u>	:	<u>NETWORK CONTROLLER (REF DSD 64/01/2018)</u>
<u>SALARY</u>	:	R226 611per annum (level 7)
<u>CENTRE</u>	:	Buffalo City Metro: District Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in ICT/Electronics with international recognized certification such as A+, N+, or MCSE. Minimum of three years' experience in the field of LAN and Desktop user support. A valid South African driver's license is a prerequisite. Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers
<u>DUTIES</u>	:	To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/195</u>	:	<u>EMPLOYEE RELATIONS PRACTITIONER: LABOUR RELATIONS (REF DSD 65/01/2018)</u>
<u>SALARY</u>	:	R226 611per annum (level 7)
<u>CENTRE</u>	:	Head Office (1)

<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Human Resource Management/ Industrial Relations /equivalent qualification plus a minimum of 3 years practical experience OR Grade 12/equivalent qualification with ten (10) years relevant experience in human resource management environment. A valid South African driver's license is a prerequisite. Computer Literacy. Competencies: Knowledge of the Labour Relations Act, Basic Condition of employment Act, Public Service Act and Regulation, code of good conduct, disciplinary code, grievance procedures, conflict resolution, computer literacy reconciliation, mediation and arbitrations procedures. Communication and interpersonal relations. . Good report writing and communication skills (written and verbal)
<u>DUTIES</u>	:	Act as a designated person for the District, compile statistics and reports, and conduct all related functions. Co-ordinate and collate grievances, handle internal discipline disciplinary cases, handle of misconduct and writing of reports. Processing and implement the outcomes of disciplinary hearing, assist the District Office with any other instructed duties
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/196</u>	:	<u>SOCIAL WORKERS Gr1 (4) TO THE FOLLOWING DISTRICTS:</u>
<u>SALARY CENTRE</u>	:	R226 686 per annum (Ref DSD 66/01/2018) Amathole District: Elliotdale Service Office (2); (Ref DSD 67/01/2018) Bedford Service Office BCM: (1); (Ref DSD 68/01/2018) NMM: Uitenhage Service Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.
<u>DUTIES</u>	:	Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/197</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER Gr1: NPO (COMPLIANCE & MONITORING) (7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R191 544per annum (Ref DSD 69/01/2018) Alfred Nzo: Mzimvubu Local Service Office (1) (Ref DSD 70/01/2018) Matatiele Local Service Office (1) (Ref DSD 71/01/2018) Mbizana Local Service Office (1) (Ref DSD 72/01/2018) Joe Gqabi:Elundini Local Service Office (1) (Ref DSD 73/01/2018) Sarah Baartman: Grahamstown Local Service Office (1) (Ref DSD 74/01/2018) Humansdorp Local Service Office (1) (Ref DSD 75/01/2018) Graaf Reinet Local Service Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy. Previous work with NPO's will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development

		issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.
<u>DUTIES</u>	:	Register NPO's and monitor compliance. Monitor compliance and performance of NPO's. Monitor database of registration and compliance. Write monthly monitoring reports. Maintain functional help desks and database.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/198</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR GR 1 (REF DSD 99/01/2018) (1POST)</u>
<u>SALARY</u>	:	R163 365 per annum
<u>CENTRE</u>	:	Nelson Mandela Metro: Protea Child and Youth Care Centre
<u>REQUIREMENTS</u>	:	Gade12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. A minimum of 10 year's appropriate experience in child and youth care. Computer literacy. Competencies: Knowledge of minimum standards, performance management system, the Child Care Act, Batho Pele Principles, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgemental. Respectful and caring. Assertive. Tolerant. The ability to motivate.
<u>DUTIES</u>	:	Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Supervise staff to ensure an effective care service .Keep up to date with new developments in the child and youth care field.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/199</u>	:	<u>ADMIN CLERK: NPO (COMPLAINE AND MONITORING) (14 POSTS)</u>
<u>SALARY</u>	:	R152 862 per annum (level 5)
<u>CENTRE</u>	:	(Ref DSD 76/01/2018) Buffalo City Metro: District Office (1) (Ref DSD 77/01/2018) Sarah Baartman: Grahamstown Local Service Office (1) (Ref DSD 78/01/2018) Humansdorp Local Service Office (1) (Ref DSD 79/01/2018) Graaf Reinet Local Service Office (1). (Ref DSD 80/01/2018) Humansdorp Area Office (1) (Ref DSD 81/01/2018) Joe Gqabi: Walter Sisulu Local Service Office (1) (Ref DSD 82/01/2018) Elundini Local Service Office (1) (Ref DSD 83/01/2018) Alfred Nzo: Ntabankulu Local Service Office (1) (Ref DSD 84/01/2018) Mbizana Local Service Office (1) (Ref DSD 85/01/2018) OR Tambo: Lusikisiki Service Office (1) (Ref DSD 86/01/2018) Mhlontlo Service Office (1) (Ref DSD 87/01/2018) Port St Johns Service Office (1) (Ref DSD 88/01/2018) Nelson Mandela Metro: District Office (2).
<u>REQUIREMENTS</u>	:	Senior Certificate/ equivalent qualification with 1 year relevant experience in administration. Computer literacy. Previous work with NPO's will be an added advantage. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability
<u>DUTIES</u>	:	Print claims and align with relevant programs. Expedite submission of claims by NPO's. Assist state accountants in budget management and monitoring of expenditure patterns of funded organisations. Follow up on poor expenditure patterns and provide support. Maintain proper record keeping. Provide Support to NPO forums.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

<u>POST 05/200</u>	:	<u>ADMIN CLERK: SCM (REF DSD 89/01/2018) (1 POST)</u>
<u>SALARY</u>	:	R152 862per annum (level 5)
<u>CENTRE</u>	:	Joe Gqabi: Sterkspruit Local Service Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ equivalent qualification with 1 year's relevant work experience in administration. Computer Literacy Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
<u>DUTIES</u>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/201</u>	:	<u>ADMIN CLERK: NPO (REF DSD 90/01/2018) (1 POST)</u>
<u>SALARY</u>	:	R152 862per annum (Level 5)
<u>CENTRE</u>	:	Joe Gqabi: Sterkspruit Local Service Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ equivalent qualification with 1 year's relevant work experience in administration. Computer Literacy Competencies: Understanding of NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Understanding of service delivery programs (Core) of the Department.
<u>DUTIES</u>	:	Print claims and align with relevant programs. Expedite submission of claims by NPO's. Assist state accountants in budget management and monitoring of expenditure patterns of funded organisations. Follow up on poor expenditure patterns and provide support. Maintain proper record keeping. Provide Support to NPO forums.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/202</u>	:	<u>ACCOUNTING CLERK (REF DSD 91/01/2018) (1 POST)</u>
<u>SALARY</u>	:	R152 862per annum (Level 5)
<u>CENTRE</u>	:	Sarah Baartman: Grahamstown Area Office
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject with 1 year's relevant working experience. Computer literacy. Competencies: Knowledge of BAS and Persal system will be an added advantage.
<u>DUTIES</u>	:	Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/203</u>	:	<u>REGISTRY CLERK (REF DSD 92/01/2018) (2 POSTS)</u>
<u>SALARY</u>	:	R152 862per annum (level 5)
<u>CENTRE</u>	:	Nelson Mandela Metro: District Office
<u>REQUIREMENTS</u>	:	A Senior Certificate OR equivalent qualification with one (1) year relevant experience. Computer literacy. A valid EB Driver's license will be an added advantage. Competencies: Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice.
<u>DUTIES</u>	:	Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management. Manage the following office equipment's fax machines and photocopy machines with the District Office.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

<u>POST 05/204</u>	:	<u>SOCIAL AUXILIARY WORKER GR 1 (REF DSD 93/01/2018) (1 POST)</u>
<u>SALARY</u>	:	R130 434 per annum
<u>CENTRE</u>	:	Sarah Baarrman: Graaf Reinet Local Service Office
<u>REQUIREMENTS</u>	:	Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Be responsible for crime prevention programmes to young person's at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young person's placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/205</u>	:	<u>SOCIAL AUXILIARY WORKER: NPO MANAGEMENT GR 1 (4 POSTS)</u>
<u>SALARY</u>	:	R130 434 per annum
<u>CENTRE</u>	:	(Ref DSD 94/01/2018) Amathole: Centane Service Office (1) (Ref DSD 95/01/2018) Humansdorp Local Service Office (1) (Ref DSD 96/01/2018) Grahamstown Local Service Office (1) (Ref DSD 97/01/2018) Willowmore Service Office (1).
<u>REQUIREMENTS</u>	:	Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. A valid South African driver's license is a prerequisite. Previous work with NPO's will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Assist Community Development Practitioner in the implementation of registration and compliance function. Maintain database of registered NPO's. Provide support social workers in monitoring the performance of funded NPO's.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/206</u>	:	<u>SOCIAL AUXILIARY WORKER GR 1 (PROBATION SERVICES) (REF DSD 98/01/2018) (1 POST)</u>
<u>SALARY</u>	:	R130 434 per annum
<u>CENTRE</u>	:	Sarah Baartman: Alexandria Service Office
<u>REQUIREMENTS</u>	:	Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Be responsible for crime prevention programmes to young person's at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young person's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/207</u>	:	<u>CHILD AND YOUTH CARE WORKER GR 1 (3 POSTS)</u>
<u>SALARY</u>	:	R124 047per annum
<u>CENTRE</u>	:	(Ref DSD 100/01/2018) Nelson Mandela Metro: Erica Place of Safety (1)

		(Ref DSD 101/01/2018) Enkuselweni Secure Care Centre (1) (Ref DSD 102/01/2018) Protea Child and Youth Care Centre (1)
<u>REQUIREMENTS</u>	:	Gade12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. Computer literacy. Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
<u>DUTIES</u>	:	Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/208</u>	:	<u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER: NPO MANAGEMENT GR1 (5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R124 047per annum (Ref DSD 103/01/2018) Alfred Nzo: Mbizana Local Service Office (1) (Ref DSD 104/01/2018) Joe Gqabi: Elundini Local Service Office (1) (Ref DSD 105/01/2018) Sarah Baartman: Grahamstown Local Service Office (1) (Ref DSD 106/01/2018) Humansdorp Local Service Office (1) (Ref DSD 107/01/2018) Graaf Reinet Local Service Office (1)
<u>REQUIREMENTS</u>	:	A Senior Certificate/ equivalent certificate. A valid South African driver's license is a prerequisite. Previous work with NPO's will be an added advantage. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.
<u>DUTIES</u>	:	Assist Community Development Practitioner in the implementation of registration and compliance function. Maintain database of registered NPO's. Provide support social workers and community development practitioners in monitoring the performance of funded NPO's.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<u>POST 05/209</u>	:	<u>GROUNDSMAN (REF DSD 108/01/2018) (1 POST)</u>
<u>SALARY CENTRE</u>	:	R90 234 per annum (Level 2) Nelson Mandela Metro: District Office
<u>REQUIREMENTS</u>	:	Grade 10/ equivalent qualification or 10 year's previous experience in gardening and maintenance. A valid South African driver's license is will be an added advantage. Competencies: Ability to read and write. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Responsible for the maintenance of the grounds. Load and offload goods. Prune trees, cut grass and provide other assistance instructed by the supervisor. Operate equipment. Assist with movement of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

DEPARTMENT OF SPORT RECREATION ARTS AD CULTURE

The Department of Sport, Recreation Arts and Culture 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: Head Office and Museums: The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No:

10, No 5, Wilton Zimasile Mkwazi Building, King Williams Town and enquiries can be directed to Ms R Loots 043 492 0949.

Amathole District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X 9030, East London, 5200. Hand Delivery: No 16 Commissioner Street, Old Elco Building, East London, 5201 and enquiries be directed to Mr T Jantjies 043 704 7806.

Sarah Baartman: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140. Hand Delivery: Registry, 1st Floor, Corner African and Milner Street, Grahamstown, and enquiries directed to Mr V Ketelo 046 603 4244.

Alfred Nzo: The Senior Manager: Department of Sport, Recreation, Arts & Culture. Private Bag 5100. Hand delivery: No 67 Church Street Mt Ayliff, enquiries directed to Mr Gugwana 039 254 0960.

Joe Gqabi: The Senior Manager: Department of Sport, Recreation, Arts & Culture, Private Bag X1010, Alwal North, 9750, hand delivery to No 27 Queens Terrace, Alwal North, enquiries directed to Dlamkile 051 633 2090.

OR Tambo: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, hand delivery to Human Resource 6th Floor, Botha Sgcau Building, Corner Leeds and Owen Street, Umtata, enquiries: Ms Kenqa 047 502 9211

Chris Hani: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag 7190, Queenstown 5200 hand delivery: No 6 Ebdon Street, Queenstown, enquiries: Mr Kwanini 045 807 7500.

CLOSING DATE
NOTE

: 16 February 2018
: 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 Sport Recreation Arts and Culture 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. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert

OTHER POSTS

POST 05/210

: **MANAGER: MUSEUM SERVICES: REF NO: DSRAC 01/01/2018**

SALARY
CENTRE

: R779 295 per annum Level 12
: King Williams Town

REQUIREMENTS

: Formal Qualifications: B Degree in History, Archaeology, Anthropology, Sociology or Social Science coupled with 10 years' experience in museum services. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years' experience at Management level. Experience in development of strategic and business plans. Sound knowledge and experience in government policies and procedures. Good communication and analytical skills. Project Management skills. Independent worker

		committed to meeting time frames. Computer literate (emphasis on MS Excel and MS PowerPoint). A valid driver's licence.
<u>DUTIES</u>	:	Coordinate administration and management of heritage resources in the province in terms of relevant legislative framework. Facilitate liaison with relevant national departments, local government, national and international agencies and institutions on heritage matters in order to impact positively on conservation and management of heritage resources in the province. Facilitate transformation of heritage landscape in the Eastern Cape. Facilitate celebration and commemoration of National Days and Significant Heritage Events in the Eastern Cape. Facilitate restoration of existing heritage resources and construction of new memorials to promote nation building, reconciliation, unity and social cohesion. Facilitate exhumation, repatriation and burial of remains of victims of conflict. Facilitate protection and repatriation significant heritage objects. Facilitate promotion of national symbols and orders. Raise community awareness and disseminate information to stakeholders on all matters pertaining to heritage management in the Province. Work in partnership with other directorates in the department to ensure coordinate and integrated approach to service delivery. Facilitate development, management and promotion to service delivery. Facilitate development, management and promotion of the Eastern Cape Resistance and Liberation Heritage Route. Manage the sub-Directorate of Heritage Services.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/211</u>	:	<u>MANAGER: SPORT & RECREATION REF NO: DSRAC 03/01/2018</u>
<u>SALARY</u>	:	R779 295 per annum Level 12
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma in the field of Sport & Recreation coupled with 10 years' experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem – solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid driver's license (People with disability and females are encourage to apply)
<u>DUTIES</u>	:	Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safe – keeping of assets. Ensure a productive organizational culture
<u>ENQUIRIES</u>	:	Mr Y Dlamkile: 051 633 2090
<u>POST 05/212</u>	:	<u>MANAGER: CULTURAL AFFAIRS REF NO: DSRAC 02/01/2018</u>
<u>SALARY</u>	:	R779 295 per annum Level 12
<u>CENTRE</u>	:	Nelson Mandela District
<u>REQUIREMENTS</u>	:	B Degree in Arts and Culture/ Museum & Heritage/Libraries coupled with 10 years' experience in the field of Cultural Affairs. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years' experience at Assistant Manager Level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museum & Heritage and Libraries prescripts. Problem- solving skills. Knowledge of finances and the budget process. Computer literacy. A valid driving licence. (People with disability and females are encourage to apply)

DUTIES : Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museum & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operation Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Co-ordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services Legislation and policies in the District.

ENQUIRIES : Mr A Kitching 041 492 1230

POST 05/213 : **PRODUCTION SCIENTIST: GRADE A (OSD): REF NO: DSRAC 04/01/2018**

SALARY : R549 639 per annum
CENTRE : Bayworld Museum
REQUIREMENTS : Formal Qualifications: A minimum of an MSc in Entomology or Zoology. A PhD Entomology will be of added advantage. Demonstrable understanding of basic computer software (Micro-soft Office). Understanding of database software and ability to write computer code. Experience in collecting, preserving and identifying invertebrate specimens. Experience in biological research. A Valid Driving Licence

DUTIES : undertake independent research based on collections of the department which is established in per reviewed journals. Expand departmental collections through research, surveys, procurement of donations and other methods. Facilitate loans to other researchers national and internationally for scientific study. Undertake community engagement activities including, but not limited to, public lectures and teaching of school or university classes. Manage the finances and reporting of the department.

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/214 : **ASSISTANT MANAGER- RECREATION: REF NO: DSRAC 06/01/2018**

SALARY : R417 552 per annum Level 10
CENTRE : King Williams Town
REQUIREMENTS : A 3-year Degree/Diploma in the field of Sport & Recreation coupled with 3 years' experience in the field of Sport & Recreation or Matric coupled with 10 years' experience in the field of Sport & Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as Events Management, Government Procurement and Monitoring & Evaluation. Must possess the following skills; decision-making, analytical and negotiation, financial management, strategic and operational, planning and organizing, people management, problem-solving, conflict management verbal and written communication, leadership, relationship management and computer literacy. A valid driver's license is essential.

DUTIES : Implement strategic partnership programmes with the Department of Education and Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meetings with clients and manage the annual recreation development calendar. Monitor compliance to policies and procedures related to recreation development. Coordinate and organize the training of identified educators and volunteers. Monitor and evaluate recreation development programmes. (This post is targeting persons with disabilities and women).

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/215 : **ASSISTANT MANAGER: MUSEUM & HERITAGE: REF NO: DSRAC 05/01/2018**

SALARY : R417 552 per annum Level 10
CENTRE : Joe Gqabi District Office District
REQUIREMENTS : A Degree/Diploma in Social Science (Historical/Heritage Studies) or equivalent field of study with 5 years' experience working in a Museum or related institution of which 3 years must be in Cultural Heritage environment. Knowledge of government prescripts and policies in Heritage and Museums. Good presentation skills. Good verbal and written communication skills. Good interpersonal skills. A valid driving licence

DUTIES : Managing the section of Museum and Heritage in the district. Develop and promote Museum and Heritage in the district. Ensure compliance with statutory requirements within the section. Monitor and managing the budget of the section. Planning of budget and operational plans. Reporting of activities and projects monthly, quarterly and annually. Manage identification development and promotion of both tangible and intangible Cultural Heritage and Indigenous knowledge systems. Strengthening relations with local authorities, indigenous, traditional and religious leaders. Supervise staff and provide support to the section.

ENQUIRIES : Mr Y Dlamkile: 051 633 2090

POST 05/216 : **ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT: REF NO: DSRAC 10/01/2018**

SALARY : R334 545 per annum (Level 09)
CENTRE : Nelson Mandela District Office
REQUIREMENTS : Degree/Diploma in Supply Chain Management or equivalent qualification, coupled with at least 3 years' experience in the field, 2 years' supervisory experience in the field or Matric certificate coupled with 10 years' experience in the field of Supply Chain Management, 2 years' supervisory experience. Sound knowledge and understanding of Supply Chain Management framework, PFMA and other relevant Public Service Regulations. Computer Literacy. A valid driver's licence.

DUTIES : Manage provisioning administration support services and general administration. Coordinates and administer fleet, demand, logistics and disposal, registry and cleaning services. Supervise staff in the Supply Chain Management unit. Manage the budget of the unit

ENQUIRIES : Mr A Kitching: 041 408 4533/32

POST 05/217 : **ASSISTANT MANAGER: LIBRARIES & INFORMATION SERVICES: REF NO: DSRAC 11/01/2018**

SALARY : R334 545 per annum (Level 09)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : A Degree/ Diploma or postgraduate diploma in Library and Information Services. Must be able to interpret policies and implement strategies. Good management and communication skills. Sound knowledge of collection development and SLIMS. Computer literacy. A valid driver's licence.

DUTIES : Supervise and manage staff within the district and Public Libraries. Develop and implement strategic plans of the section. Develop operational plans and manage the section's budget. Supervene collection development for the public libraries. Establish and maintain relationships with municipalities. Identify training needs and organize workshops for staff.

ENQUIRIES : Mr Y Dlamkile: 051 633 2090

POST 05/218 : **OFFICE MANAGER: DISTRICT OPERATIONS: REF NO: DSRAC 07/01/2018**

SALARY : R334 545 Level 09
CENTRE : King Williams Town
REQUIREMENTS : A Degree/ Diploma in public Administration or equivalent qualification, with 3 years' experience in the field of Public Administration or Matric coupled with 10 years' experience in administration. Knowledge of PFMA and Treasury Regulations. Experience and knowledge of integrated governance management regulations. Knowledge of Public Service Act and other Public Sector policies. Sound interpersonal, project management, computer and financial management skills. Good verbal and written communication skills. Professional Business writing skills. A valid driving licence.

DUTIES : Coordinate all activities and administration in the office of the General Manager: District Operations. Provide support to the General Manager: District Operations and Senior Managers of the Branch through coordination of branch meetings, communication of district Operations branch resolutions and progress reports. Manage monthly itinerary and calendar of events for District Operations branch. Coordinate all arrangements with key stakeholders of District operations. Prepare quarterly and monthly performance and financial reports in line with APP. Consolidate Annual performance Plan and budget for the office of the General Manager: District operations. Manage all resources

		and assets in the office of the General Manager: District Operations. Ensure effective records management system is maintained. Ms. R. Loots 043 492 0949
<u>ENQUIRIES</u>	:	
<u>POST 05/219</u>	:	<u>ASSISTANT MANAGER: LABOUR RELATIONS: REF NO: DSRAC 08/01/2018</u>
<u>SALARY</u>	:	R334 545 Level 09
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Degree/Diploma in Human Resource Management or equivalent qualification with 3 years' experience in the field of which 2 years must be at a supervisory level. Or Matric with at least 10 years' experience in the field of which 2 years must be at a supervisory level. Understanding of the LRA, PSA, the Constitution of South Africa, the PFMA, PSCBC and GPSSBC Resolutions and other relevant legislative directives. Understanding of Treasury Regulations. Understanding of the Public Service reporting procedures. Good report writing, communication, negotiation and conflict management skills. Presiding skills. Innovative and creative thinker. Must be willing to work under pressure. Willingness to travel. Willing to work in a team. Computer Literacy. A Valid Driving Licence
<u>DUTIES</u>	:	Maintain Labour peace and promote sound relations between employer and employees. Facilitate and co-ordinate misconduct, grievance and disputes investigations and procedures. Ensures Labour Related Policy development and implementation. Provide training on a range of Labour Relations issues. Liaise externally and represent the department at Provincial bargaining Chambers and ensures the implementation of collective agreements. Assist with managing the relationship with Unions. Assist with supervision of administrative personnel at lower level.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/220</u>	:	<u>ASSISTANT MANAGER: RISK MANAGEMENT: REF NO: DSRAC 09/01/2018</u>
<u>SALARY</u>	:	R334 545 Level 09
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Degree/Diploma in Accounting or Auditing, coupled with at least 3 years' experience in the field / related field or Matric certificate coupled with 10 years' experience in the field of Risk Management. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute of Risk Management (RIMSAs) will be an added advantage. A valid Driving license
<u>DUTIES</u>	:	Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/221</u>	:	<u>SENIOR ADMIN OFFICER: FLEET MANAGEMENT REF NO: DSRAC 13/01/2018</u>
<u>SALARY</u>	:	R281 418 Level 8
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A Degree/ Diploma in History/ Heritage/ Philosophy/ Social Science with 3 years relevant experience or Matric with 5 years' experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed at identifying, conserving and managing Heritage resources. Assist in implementation of projects aiming at

		promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional, and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management Heritage resources.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/222</u>	:	<u>PRINCIPAL MUSEUM HUMAN SCIENTIST: WILD COAST MUSEUM REF NO: DSRAC 17/01/2018 & ALBANY MUSEUM DSRAC 18/01/2018</u>
<u>SALARY</u>	:	R281 418 Level 8
<u>CENTRE</u>	:	Wild Coast Museum & Albany Museum
<u>REQUIREMENTS</u>	:	A Degree/ Diploma in History/ Heritage/ Philosophy/ Social Science with 3 years relevant experience or Matric with 5 years' experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed at identifying, conserving and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional, and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management Heritage resources.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/223</u>	:	<u>INDUSTRIAL TECHNICIAN: EDUCATION: REF NO: DSRAC 19/01/2018</u>
<u>SALARY</u>	:	R281 418 Level 8
<u>CENTRE</u>	:	Albany Museum
<u>REQUIREMENTS</u>	:	BA Degree/ Diploma in Education with a minimum of 3 years' experience in the field. Experience in the curriculum development for schools. Experience in facilitating interactive youth programmes. Project management skills. Good oral and written communication skills. Communication in English and isiXhosa is highly recommended. Good computer skills. Must have experience in a Museum. A Valid Driving Licence
<u>DUTIES</u>	:	Effectively administer and manage the budget and equipment of the Education unit at the Museum. Supervise subordinates. Facilitate, co-ordinate and monitor quality lessons at the education unit premises. Monitor and co-ordinate outreach projects emanating from the education unit. Compile write and disseminate an annual programme booklet of the education unit in the Museum. Coordinate public engagement programmes at the museum. Develop educational resources to be distributed to schools and the public.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/224</u>	:	<u>LABOUR RELATIONS OFFICER: REF NO: DSRAC 12/01/2018</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Alfred Nzo District Office
<u>REQUIREMENTS</u>	:	BA Degree/ Diploma in Labour Law/ Labour Relations/ Human Resources Management, with 3 years relevant experience in the field or Matric certificate with 5 years relevant experience in the field of Labour Relations. Knowledge of Public service Act, Public Service Regulations, Labour Relations Act, Basic Condition of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. Valid Driving Licence.
<u>DUTIES</u>	:	Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in

order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of disputes resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.

ENQUIRIES : Mr Gugwana: 039 254 0960

POST 05/225 : **SENIOR STATE ACCOUNTANT: EXPENDITURE: REF NO: DSRAC 14/01/2018**

SALARY : R281 418 per annum (Level 08)
CENTRE : OR Tambo District Office
REQUIREMENTS : A Degree/ Diploma in Finance Administration or equivalent with 1 year relevant experience or Matric certificate coupled with a minimum of 3 years' experience working within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of BAS and PERSAL. Good written and communication skills. Good interpersonal skills. Computer literacy. A valid driver's licence will be an advantage

DUTIES : Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filing system procedure related to financial matters. Implement clearly defied norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.

ENQUIRIES : Ms Kenqa: 047 502 9211

POST 05/226 : **SENIOR STATE ACCOUNTANT: BUDGET & PLANNING: REF NO: DSRAC 15/01/2018**

SALARY : R281 418 per annum (Level 08)
CENTRE : Chris Hani District Office
REQUIREMENTS : A Diploma/ Degree in Financial Management with at least 3 years financial experience or Matric certificate with 5 experiences in the field of Financial Management. Advanced Computer skills, Presentation skills. Driver's licence (Optional).

DUTIES : To ensure that the budget is aligned with the strategic plans of the Department. To give support to Line Function on crafting of Operational plans. Responsible for the consolidation of budget on Treasury Templates. To monitor cash flow projections of the District. To monitor the report of monthly expenditure trends. Supervision of staff.

ENQUIRIES : Mr. Kwanini Tel: 045 807 7500

POST 05/227 : **PRINCIPAL ARCHIVIST: REF NO: DSRAC 16/01/2018**

SALARY : R281 418 per annum (Level 08)
CENTRE : Nelson Mandela
REQUIREMENTS : A Diploma/ Degree in Archives and Records with at least 3 years' experience in Archives and Records Management environment or Matric certificate with 5 experiences in the field of Archives and Records Management. Team player, good verbal and written communication skills, excellent interpersonal skills, information retrieval skills, Analytical skills, telephone etiquette, report writing skills and filing skills.

DUTIES : Supervise in the retrieval of files for research purposes. Supervise reading room services. Supervise the collection, arrangement, describing and preservation of public and non-public records. Supervise promotion and marketing of archives and records management. Compiling reports. Supervise repository staff.

ENQUIRIES : Mr. A Kitching Tel: 041 492 1230

POST 05/228 : **PRINCIPAL LIBRARIAN (CONDITIONAL GRANT): REF NO: DSRAC 20/01/2018**

SALARY : R281 418 per annum (Level 08)
CENTRE : Amathole District Office (Mbashe Municipality)
REQUIREMENTS : A Bibl.Degree/ B Tech in Library information studies / National Diploma in Library & Information Studies. Minimum of 3 years' experience in a public Library at a supervisory level. Good verbal and written skills. Ability to

administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. A Valid Driving Licence.

DUTIES : Facilitation of library operations within the district. Monitor Library Operations within the Municipality. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation/ revival of Library structures. Conduct professional visits to public Libraries. Assist in the maintenance of library assets in the districts, assist in maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public Libraries.

ENQUIRIES : Mr. Trevor Jantjies Tel: 043 704 7806

POST 05/229 : **STATE ACCOUNTANT: CREDITORS RECONCILIATION: REF NO: DSRAC 25/01/2018**

SALARY CENTRE REQUIREMENTS : R226 611 Level 07
King Williams Town
BA Degree/ Diploma in Financial Management or equivalent qualification with 1-year experience or Matric coupled with a minimum of 3 years' experience within the field of Finance. Knowledge and experience of BAS/Logis and PERSAL. Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Knowledge of office equipment operation Good interpersonal and communication skills and good telephonic etiquette. A valid driver's licence.

DUTIES : Check if all documents received have been registered on the Document Tracking System (template). Collect all monthly statements and credit notes from suppliers. Compile reconciliation of suppliers. Request disbursement reports from BAS and verify all payments made to the suppliers are for services rendered. Distribute stubs to the relevant suppliers and dealing effectively with payment queries. Ensure that payment stubs are filed properly. Supervision of Staff.

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/230 : **CHIEF AUXILIARY SERVICE OFFICER: RESEARCH: REF NO: DSRAC 33/01/2018**

SALARY CENTRE REQUIREMENTS : R226 611 Level 7
Bayworld Museum
An appropriate Degree or Diploma in in History/ Tourism or equivalent with 1 year' experience in Museum environment or Matric with 3 years' experience in Museum environment. Good Public Relation skills. Good verbal and written communication skills. Good telephone etiquette. Willingness to work on weekends and on public holidays. A valid driver's licence.

DUTIES : Reception of visitors. Operating and closing of museum to the public. Compile a monthly register of visitors. Reconciliation of daily income. Host visitors and school groups. Supervise cleaning staff. Take care of collections. Manage historical house Museum. Present exhibitions and assist with guided tours. Respond to call outs by the security company.

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/231 : **AUXILIARY SERVICE OFFICER**

SALARY CENTRE : R226 611 Level 7
Bayworld Museum REF NO: DSRAC 43/01/2018
Somerset Museum REF NO: DSRAC 44/01/2018
Wild Coast Museum REF NO: DSRAC 45/01/2018
Fish River Museum REF NO: DSRAC 46/01/2018

REQUIREMENTS : BA Degree/ Diploma in Financial Management/ Accounting /Auditing with two years' experience in the financial management environment. Or Matric certificate coupled with 3 years working experience within the financial management environment. Knowledge of GRAP, Treasury Regulations. In-depth knowledge of PFMA and treasury Regulations. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of LOGIS, BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.

DUTIES : Apply internal control when the activity/ programme/ project/ events is still in progress to ensure all procedures are compliant to all Treasury Regulations and PFMA. Receiving and checking of payment requests. Receiving and checking of procurement commitments. Issuing of certificates and after commitment has passed. Receiving and checking of salary related payments. Filling of data advices and safeguarding of documents. Assist in preventing, detecting and reporting irregular, fruitless and wasteful expenditure. Checking the authenticity of documents of documents before being received by the registry office. Assist in the co-ordination of Audit Improvement Plan. Perform any other duties as requested by the supervisor/ manager.

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/232 : **STATE ACCOUNTANT: BUDGET & PLANNING**

SALARY CENTRE : R226 611 per annum (Level 07)
OR Tambo District REF NO: DSRAC 21/01/2018
Chris Hani District REF NO: DSRAC 22/01/2018

REQUIREMENTS : A Degree or National Diploma in Financial Management with at least 1 year relevant experience or Matric Certificate coupled with 3 years of relevant experience within the Finance environment. Advanced Computer skills, Presentation skills. A valid driving licence will be an added advantage.

DUTIES : Consolidate budget inputs for the preparation of Medium Term Expenditure Framework (MTEF). Capture original budget, adjustment and shifting of funds .Compilation of In-Year Monitoring reports and presentation to district management. Monitor expenditure trends and ensure alignment with APP and Operational Plans. Ensure that SCOA allocation is correct on submission. Monitor over – and under- expenditure. Draw Bas reports. Attend to all queries related to budget. Analyse expenditure data and advise unit managers on expenditure trends and deviations. Do commitments and de-commitments of funds whenever necessary. Compilation of cash-flow projections for the district.

ENQUIRIES : Ms Kenqa: 047 502 9211(OR Tambo) & Mr. Kwanini Tel: 045 807 7500 (Chris Hani)

POST 05/233 : **STATE ACCOUNTANT: PRE-AUDIT: REF NO: DSRAC 23/01/2018**

SALARY CENTRE : R226 611 per annum (Level 07)
OR Tambo District Office

REQUIREMENTS : A Degree/ Diploma in Finance Administration or equivalent with 1 year relevant experience or Matric certificate coupled with a minimum of 3 year working within the finance environment. Understanding of the PFMA Treasury Regulations and expenditure process and the governmental prescripts. Computer literacy. Knowledge of BAS, PERSAL & LOGIS. Good communication skills. Accuracy and attention to details. Ability to work under pressure. A valid driver's licence will be an added advantage.

DUTIES : Apply internal control when the activity/ programme/ project/ events is still in progress to ensure all procedures are compliant to Treasury Regulations and PFMA. Examine documents to ensure all information is correct before department undergoes expenditure as well as the continuous process of monitoring finance though out the year. Ensure adherence of internal controls and authorizes orders. Ensure payments requests and advises comply with internal controls and prescripts. Day to day monthly reporting on irregular, unauthorized wasteful and fruitless expenditure to the supervisor.

ENQUIRIES : Ms Kenqa: 047 502 9211

POST 05/234 : **LOGISTICS & DISPOSAL TRANSPORT OFFICER: REF NO: DSRAC 24/01/2018**

SALARY CENTRE : R226 611 per annum (Level 07)
Amathole District Office

REQUIREMENTS : A Degree/ Diploma in Transport Management or equivalent qualification with 1-year relevant experience or Matric certificate coupled with a minimum of 3 years working within the field. A valid driver's licence.

DUTIES : Ensure that a proper asset register of all fleet and subsidized vehicles is kept in the district. Ensure proper completion of and administration of records and returns by ensuring that vehicles log sheets are kept accurately for all vehicles at all times. Ensure payment of fuel claims to subsidized vehicles. Produce

		monthly vehicle performance summaries and submit to head office. Inspection as issuing out of vehicles to requesting officials as per weekly diaries and recording to priorities as per demand of service delivery. Exercise control of repairs and of maintenance of vehicles. Take reasonable steps to ensure safeguard vehicles including accessories and tools against theft, irregular use, damage by ensuring that vehicles are adequately garaged. Liaise with the department of transport on matters relating to subsidised vehicles and fleet management. Provide inputs into fleet and subsidy vehicle budget. Proper monitoring of misuse of both state and subsidy vehicles.
<u>ENQUIRIES</u>	:	Mr T Jantjies: 043 704 7806
<u>POST 05/235</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE X2</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum (Level 07)
	:	Chris Hani District REF NO: DSRAC 26/01/2018
	:	OR Tambo District REF NO.: DSRAC 27/01/2018
<u>REQUIREMENTS</u>	:	A Degree/ Diploma in Finance Administration or equivalent with 1 year relevant experience or Matric certificate couple with a minimum of 3 years' experience within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of Bas and PERSAL. Good written and communication skills. Good interpersonal skills. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filing systems procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.
<u>ENQUIRIES</u>	:	Mr. Kwanini Tel: 045 807 7500 (Chris Hani) Ms Kenqa: 047 502 9211(OR Tambo)
<u>POST 05/236</u>	:	<u>CHIEF HR OFFICER: REF NO: DSRAC 28/01/2018</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum (Level 07)
	:	Joe Gqabi District Office
<u>REQUIREMENTS</u>	:	BA Degree/ Diploma in Human Resource Management/ Administration or Public Administration with 3 years' experience in the field of Human Resource Management or Matric with 3 years' experience in the field of Human Resource Management. 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, PowerPoint and Access). Conflict management skills. Good written and verbal communication skills. Valid Driving Licence is an advantage.
<u>DUTIES</u>	:	Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of PERSAL data. Implement the Human Resource and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in the 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. Record management of files in terms of the NMIR.
<u>ENQUIRIES</u>	:	Mr Y Dlamkile: 051 633 2090
<u>POST 05/237</u>	:	<u>CULTURAL OFFICER: PERFORMING ARTS: REF NO: DSRAC 29/01/2018</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum (Level 07)
	:	Alfred Nzo District Office
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Arts and Culture plus 3 years' experience in Arts and Culture. General knowledge of government prescripts, knowledge of project management. Computer literacy. Good interpersonal and communication skills (verbal and written). A valid driving licence.
<u>DUTIES</u>	:	Implement and coordinate the District Office Arts and Culture activities in accordance with the provincial policy. Implement the approved micro plans of

Arts and Culture in the District. Carry out the mandate of the Directorate with the Districts. To manage, assist and coordinate District and or Departmental of project arts and culture projects, liaison with local artists, authorities, Arts and Culture bodies (Association Forum etc.).
Mr Gugwana: 039 254 0960

ENQUIRIES :

POST 05/238 : **ARCHIVIST X2**

SALARY CENTRE : R226 611 per annum (Level 07)
Nelson Mandela District REF NO: DSRAC 30/01/2018
OR Tambo District REF NO: DSRAC 31/01/2018

REQUIREMENTS : Tertiary qualification specializing in Archives and Records Management or equivalent qualification with 2 years' experience in records management field or Matric with 3 years' experience in the field. Knowledge of Archives and Records Service policies. Knowledge of electronic records management systems and digitized archiving. IT skills, good verbal and written communication skills. A valid driving licence will be an added advantage.

DUTIES : Responsible for managing Government records in accordance with the Provincial Archives and Records Services Act. Liaise with organs of state regarding proper maintenance of records in registries of client offices of the designated area. Supervise systematic disposal plans. Review policies and procedure manuals. Assist client offices with the management of electronic records

ENQUIRIES : Mr A Kitching: 041 408 4533/32(Nelson Mandela) & Ms Kenqa: 047 502 9211 (OR Tambo)

POST 05/239 : **LIBRARIAN: REF NO: DSRAC 32/01/2018**
Sarah Baartman District

SALARY CENTRE : R226 611 per annum (Level 07)
Sarah Baartman District Office

REQUIREMENTS : A Degree in Library and Information Science or equivalent qualification or with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and information Act and other relevant legislation.

DUTIES : Develop collection Libraries. Audit all Public Libraries within the District/ Province. Conduct workshops for Libraries conduct book van tours. Catalogue and classify material. Assist in stock taking. Coordinate and implement Library projects. Supervise Library Assistants and monitor Public Library activities.

ENQUIRIES : Mr V Ketelo: 046 6034244

POST 05/240 : **REGISTRY CLERK**

SALARY CENTRE : R226 611 per annum (Level 07)
Nelson Mandela District REF NO: DSRAC 34/01/2018
Joe Gqabi District REF NO: DSRAC 35/01/2018

REQUIREMENTS : Diploma/ Certificates in records management/ Matric with 1 year experience with in the field of records management/ registry. Good verbal and communications skills. Ability to work under pressure. Computer literacy. Sound knowledge of registry/records management practises. Customer care skills, telephone etiquette

DUTIES : Filing all documents according to the approved departmental filing index. Provision of control files movement. Protection of registry against unauthorised access. Reporting of filling system short comings. Franking of envelopes for posting. Faxing documents. Sorting of circulars for distribution within the district. Preparation of documents and files to courier. Liaise with courier services for the picking up of files/documents. Tracing of lost documents/files. Ability to hold on to confidential information. Monitor assets and stationery of the office.

ENQUIRIES : Mr A Kitching: 041 408 4533/32(Nelson Mandela) & Mr Y Dlamkile: 051 633 2090 (Joe Gqabi)

POST 05/241 : **HUMAN RESOURCE OFFICER**

SALARY CENTRE : R152 862 per annum (Level 05)
Nelson Mandela District REF NO: DSRAC 37/01/2018

		OR Tambo District REF NO: DSRAC 36/01/2018 Amathole District REF NO: DSRAC 38/01/2018
<u>REQUIREMENTS</u>	:	A three year degree or National Diploma in Human Resource Management /Public Management. Matric with 1 year relevant experience in Human Resource Administration. Knowledge of Human Resources and understanding of records management. A fair understanding of public service Regulations, Public Service Act and other legislations governing Human Resource Administration. Computer literacy. Understanding of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Implement service benefits and personnel provisioning administration. Implement transactions on PERSAL .Provide good Human Resource administration. Follow up on PERSAL messages and reports. Ensure that the personnel files meet the required standards. Monitors leave books and attendance registers. Reconcile leave in the district. Provide information and reports to the supervisor, Maintain good Human Resource filling system.
<u>ENQUIRIES</u>	:	Mr A Kitching: 041 408 4533/32(Nelson Mandela) & Ms Kenqa: 047 502 9211(OR Tambo) & Mr. Trevor Jantjies Tel: 043 704 7806(Amathole)
<u>POST 05/242</u>	:	<u>RECEPTIONIST X2</u>
<u>SALARY CENTRE</u>	:	R152 862 Level 5 Bayworld Museum REF NO. : DSRAC 39/01/2018 East London Museum REF NO. : DSRAC 40/01/2018
<u>REQUIREMENTS</u>	:	A Diploma in Office Management or Matric with at least 2 years' experience in receptionist or administration. Good communication skills (written and verbally). Computer literacy.
<u>DUTIES</u>	:	Operating switchboard. Assist with Friends of Museum subscriptions. General admin duties. Stamp tickets and direct visitors. Work weekend duties when required. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. R. Loots 043 492 0949
<u>POST 05/243</u>	:	<u>ADMIN CLERK: MPP</u>
<u>SALARY CENTRE</u>	:	R152 862 per annum (Level 05) Amathole District REF NO: DSRAC 41/01/2018 Nelson Mandela District REF NO: DSRAC 42 /01/2018
<u>REQUIREMENTS</u>	:	A Diploma/ Certificate in Office Management or Matric certificate with 1 year experience in Office environment. Willingness to work under pressure. Good verbal and communication skills. Computer literate
<u>DUTIES</u>	:	Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents.
<u>ENQUIRIES</u>	:	Mr. Trevor Jantjies Tel: 043 704 7806(Amathole) & Mr A Kitching: 041 408 4533/32(Nelson Mandela)
<u>POST 05/244</u>	:	<u>GENERAL ASSISTANT</u>
<u>SALARY CENTRE</u>	:	R152 862 per annum (Level 05) OR Tambo District REF NO: DSRAC 48/01/2018 Nelson Mandela District REF NO: DSRAC 47 /01/2018
<u>REQUIREMENTS</u>	:	A Diploma/ Certificate in Office Management or Matric certificate with 1 year experience in Office environment. Willingness to work under pressure. Good verbal and communication skills. Computer literate
<u>DUTIES</u>	:	Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents.
<u>ENQUIRIES</u>	:	Ms Kenqa: 047 502 9211(OR Tambo) & Mr A Kitching: 041 408 4533/32 (Nelson Mandela)