1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

AMENDMENTS: KZN: DEPARTMENT OF HEALTH: kindly note that the post of Medical Officer Paeds Ref No: NDH 01/2018 with the closing date of 26 January 2018 published in circular 02 dated 12 January 2018 has been withdrawn.
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DEPARTMENT OF COMMUNICATIONS

APPLICATIONS :
The DG of the Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria

FOR ATTENTION :
Mr A Khameli

CLOSING DATE :
02 February 2018

NOTE :
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 03/01 :
DEPUTY DIRECTOR: ENTITIES FINANCES REF NO: DD/EO/02/2018
Directorate: Entity Oversight

SALARY :
R657 558 per annum excluding benefits

CENTRE :
Pretoria

REQUIREMENTS :
A recognized 3-year degree in finance with a minimum of 2 to 3 years’ experience in the financial management environment. Computer literate and be very competent especially on Microsoft excel. The person must have an understanding of the Government budgeting and planning process. The person must have good communications skills and be able to communicate cross sectoral. Thorough knowledge of the Public Finance Management Act and Treasury Regulations; King IV Report on Governance and other governance instruments; funding legislation of the SOCs understanding of the Companies Act.

DUTIES :
Analyse and monitor the financial performance and positions of entities; Provide recommendations for the improvement of the financial challenges facing the entities of the Department; Analyse the audit reports of entities from the Auditor-General. Monitor the implementation of action plan to address matters raised by the Auditor-General. Liaise with the Internal Audit on operational matters. Monitor and provide guidance on financial compliance. Provide support to entities when applying financial assistance from the National Treasury. Make inputs during the development of Strategic Plans and Annual Performance Plans of entities during the development of such. Must evaluate expenditure reports on monies transferred to entities. Must be able to evaluate transfer request submissions from entities. Co-ordinate and provide support to the CFO Forum that take place between the CFO of the Department and CFOs of the entities. Provide support in the monitoring of the budget of the Branch. Must support the procurement of goods and services for the Branch. Perform any other job/function as may be allocated from time to time.

ENQUIRIES :
Mr Freddy Mamuremi Tel (012) 473 0409
APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr D Mbhokota/ Mr. T Kekana

CLOSING DATE: 02 February 2018

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POSTS

POST 03/02: DEPUTY DIRECTOR: AUDIT SERVICES

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

CENTRE: Pretoria

REQUIREMENTS: A Degree /National Diploma in Internal Audit or Information Technology Audit with a minimum of 3 years’ experience at the junior management level within Internal Audit or Information Technology Audit environment. Plus the following key competencies: knowledge of IIA Standards, ISACA Standard, COBIT, COSO framework and other applicable legislation, knowledge of PFMA and Treasury Regulations, Thinking Demand, Analytical thinking, dispute resolution, investigation procedures, conflict resolution (between Managers/Supervisors and their subordinates). Information evaluation and decision making. Skills: Leadership skills: Leadership to lead the audit team for specific projects; give direction as well as guidance to the team members. Negotiation skills, Policy Development and ability to interpret and apply policies correctly, Presentation skills, Communication skills (verbal and written). Personal Attributes, Innovative thinker, team orientation (receptive to ideas and suggestions), Good communicator (ability to communicate with all employees at all levels), Computer Literate, Leadership: to lead the audit team for specific projects, give direction as well as guidance to the team members. CISA and CIA would be an added advantage. DUTIES: Prepare Annual and 3 year rolling audit plan, Management of Audits, Provide operational leadership, Identify internal process improvement opportunities eg. updating the methodology, Provide managerial activities. Recommendation: The position requires frequent travelling around the country and working long hours

ENQUIRIES: Mr. M Figaret (012) 406 7766
POST 03/03 : IT AUDITOR: AUDIT SERVICES

SALARY : R281 418 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A Bachelor’s Degree or National Diploma in Information Technology Audit or Internal Auditing with a Minimum of 1 year Information Technology Auditing or Internal Audit experience PLUS the following key competencies Knowledge of IIA standards, COBIT, PFMA, Treasury Regulation, Thinking Demand: Research skills; Analytical review, Skills: Evidence Collection; Good communications skills (verbal and written),Financial Management, Project management, Personal Attributes: Ability to work in team player; Client orientation; Customer focus.

DUTIES : Audit Planning, Audit Execution, Reporting, Identify internal process improvement opportunities e.g. updating the methodology, Assist in performing administrative tasks in support of the unit’s objectives where requested. Recommendation: The position requires frequent travelling around the country and working long hours

ENQUIRIES : Mr. M Figaret (012) 406 7766
ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS:
Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION:
Ms M Seketa

CLOSING DATE:
05 February 2018

NOTE:
Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed) the department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 03/04:
ECOSYSTEM-BASED ADAPTATION STRATEGY COORDINATOR (12 MONTHS CONTRACT). (BC05/2017)

SALARY:
R417 552 p.a. (plus 37% lieu of benefits)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate 3-year Bachelor’s degree/National Diploma in Environmental Science/Management, or Natural Sciences. Appropriate experience in the coordination, facilitation and implementation of Biodiversity sector and Climate change strategies and policies in and outside protected areas as well as sustainable development initiatives, including land-based livelihood programmes. Good knowledge and understanding of Ecosystem base adaptation (EbA). Project management skills, Interpersonal skills, presentation skills, ability to interact professionally with a wide range of stakeholders, planning and organizational skills and an ability to write and interpret technical reports. Valid driver’s license.

DUTIES:
The successful candidate will among others perform the following tasks: Convening an EbA community of practice in South Africa. Development of a communication framework for the EbA strategy, Development of EbA communication materials (EbA fact sheets, and eNews), Conduct workshops with other sectors to identify opportunities for strengthening EbA outcomes, Mainstreaming EbA into relevant ongoing process in South Africa. Participate in national and international EbA events. Provide general administration support to implementation of the project. Stakeholder liaison and data base management.

ENQUIRIES:
Mr Ntando Mkhize(012) 399 9570
ANNEXURE D

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

APPLICATIONS : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
FOR ATTENTION : Mr S Matshageng
CLOSING DATE : 02 February 2018
NOTE : GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, e-mailed or copied applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”.

OTHER POST

POST 03/05 : PRINCIPAL COMMUNICATION OFFICER: ELECTRONIC INFORMATION RESOURCES (X2)
Directorate: Electronic Information Resources (EIR)

SALARY : Commencing salary of R 281 418 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an appropriate 3 years Degree (NQF 7) or National Diploma (NQF 6) and at least two years’ experience in sourcing information from online and other sources writing & maintaining website and social media content experience in using content management systems (CMS) (preferably Drupal) and graphic software. The candidate must have knowledge of web usability and quality criteria & principles, knowledge of current affairs and the functioning of government. Planning and organising skills. English writing and sub-editing skills. Good interpersonal, liaison, communication and information gathering skills.

DUTIES : The successful candidate will be responsible for Identifying, selecting and acquiring information for websites and social media. Preparing website and social media content: writing for the web and social media, language & content editing, structuring information, layout of web pages. Daily updating and maintaining of the GCIS websites. Contributing to the improvement & development of the GCIS websites. Assist with reviewing websites.

ENQUIRIES : Ms Estelle Greeff - Tel. (012) 473 0078
ANNEXURE E

DEPARTMENT OF HEALTH

It is the Department’s intention to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS

The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets. Pretoria

FOR ATTENTION

Ms M Shitiba

CLOSING DATE

05 February 2018 Time: 12:00 Midday

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates including matric certificate, service certificates, ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

POST 03/06

DEPUTY DIRECTOR: MEDICINE REGISTRATION OFFICER GRADE 1 (REF NO: 1/2018)

SALARY

Grade 1: R828 474 – R919 467 per annum as per OSD

CENTRE


REQUIREMENTS

A four-year Bachelor’s degree in Pharmacy. Registration with a relevant professional body. A postgraduate degree in Pharmacy, Clinical Pharmacy, Pharmacoepidemiology will be an advantage. A minimum of three years experience in a regulatory environment. Experience in evaluation of application for registration of new chemical entities, generic medicines and combined devices. Extensive knowledge and application of the Medicines and Related Substance Act (Act 101 of 1965) and regulations pertaining to the Act. Knowledge of the Public Finance Management Act, Public Service Regulations, Labour Relation Act and Employment Equity Act. Sound knowledge of medicines evaluation and medicines registration process with respect to their safety and efficacy. Knowledge of database management and good understanding of expert committee process. Good communication (verbal and written), analytical, supervisory, planning, organisational, presentation, interpersonal relations, financial management and computer skills (MS Office packages). Ability to work independently and under pressure. A valid driver’s licence.

DUTIES

Manage the Clinical Post-Registration Unit. Develop operational plans for the units in consultation with the Director. Monitor benefit-risk profiles of medicines including evaluation of package inserts and PILs. Evaluate clinical post registration applications and prepare a report for the Clinical Committee and Council. Manage reviews of post registration applications including Safety Related Package Inserts Notifications (SR-PINs), Urgent Safety Restriction Notices (USRNs) and response. Perform regular audit of Clinical post registration application and priorities evaluation of applications. Supervise Clinical Committee activities, attend Clinical Committee and Medicines Control Council meetings. Oversee Clinical Committee and peer review committee meeting logistical arrangements. Develop policy, guidelines and Standard Operating Procedures (SOPs) and facilitate
implementation. Present guidelines and policies at the Committee and Medicines Control Council meetings.

ENQUIRIES
: Ms P Nkambule at Tel no (012) 395 8126/9470

POST 03/07
: ASSISTANT DIRECTOR: MATERNAL AND NEONATAL HEALTH (REF NO: NDOH 2/2018)

SALARY
: R417 552 per annum (plus competitive benefits)

CENTRE

REQUIREMENTS
: A Bachelor's Degree/Diploma or equivalent NQF 6 certificate in Nursing/Nursing Sciences plus a Diploma in Advanced Midwifery and Nursing Science. Registration with the SA Nursing Council. At least three (3) years experience in managing Maternal and Neonatal Health Programmes. Knowledge of legislation in health, policy analysis and development. Working knowledge of legal administration, project management and strategic planning. Good communication (written and verbal), interpersonal, planning, organizational, project management and computer skills (MS Office package).

DUTIES
: Render technical support and ensure proper implementation of neonatal health national policies and guidelines at all levels of care. Support provinces in the provision of quality newborn care strategies through establishment of quality improvement programmes. Liaise with academic institutions at national and international level to harmonise curricula to incorporate policy issues and support relevant in-service training on maternal and neonatal health issues. Participate and support initiatives aimed at empowering communities with the necessary information related to pregnancy and child birth for communities to make informed decisions during the critical periods of pregnancy, child birth and child rearing. Facilitate collaboration in creating awareness with the relevant private organisations, NGOs and CBOs on Maternal and neonatal health services.

ENQUIRIES
: Dr M Makua (012) 395 9034
## DEPARTMENT OF HIGHER EDUCATION AND TRAINING (MNAMBITHI TVET COLLEGE)

### ANNEXURE F

APPLICATIONS: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith

CLOSING DATE: 09 February 2018 at 12:00

NOTE: Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

### OTHER POSTS

POST 03/08: SENIOR EDUCATION SPECIALIST (HOD) PL3 TWO POSTS

| REF: MTVET 01/2018 – EZAKHENI A CAMPUS |
| REF: MTVET 02/2018 – ESTCOURT CAMPUS |

Nature of post: Permanent

SALARY: R367 773 per. annum. plus applicable service benefits

CENTRE: Ezakheni A Campus
Estcourt Campus

REQUIREMENTS: A recognised 3 year Degree/Diploma in appropriate field which must include a teaching qualification. At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. Ability to handle pressure and meet deadlines. Strong leadership, monitoring and evaluation, communication, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professionals. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver’s licence.

DUTIES: Deputize in the absence of the Campus Manager. Submit annual estimates of departmental student support material needs (including consumables) to the campus manager. Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Facilitate arrangements for the maintenance of equipment and/or workshops. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the Department’s needs. Advise on requirements. Oversee the maintenance of workshops, simulation, practical rooms and equipment. Plan and prepare lessons (lesson plans) and produce material such as typed notes, diagrams, patterns and any consumables for use in teaching. Ensure compliance with subject, assessment and ICASS guideline principles and health and safety regulations. Monitor and analyse lecturer and student attendance, performance and implementation of curriculum. Facilitate and monitor all policies that have an impact on teaching and learning within the DHET. Provide guidance and academic support to Senior Lecturers. Maintain schemes of work, year plans and academic year plans, provide inputs on timetabling and lecturer resources. Contribute to synopses in course booklets and ensure that the subject(s) is/are properly represented at school visits/open days. Hold regular departmental meetings (minutes are taken), informing colleagues of all matters in respect of policy,
administration and planning and related issues discussed. Determine teaching programmes of team on an equitable basis and participate in appraisals. Provide advice and guidance and encourage participation in relevant courses. Assign responsibilities and supervision of Senior Lecturers and lecturers in consultation with relevant stakeholders. Participate in the appointment and induction of new staff. Provide reports on academic matters to the Campus Manager and participate in Academic Board structures, as required. Oversee assessment processes in line with College Policy and DHET Policies and procedures. Moderation of ICASS files as laid out in the ICASS guidelines

ENQUIRIES
Mr SR Gabela at (036) 631 0360

POST 03/09
EDUCATION SPECIALIST (SENIOR LECTURER) PL2 FOUR POSTS:
REF: MTVET 03/2018 (TOURISM AND HOSPITALITY R191 – LADYSMITH CAMPUS);
REF: MTVET 04/2018 (TOURISM AND HOSPITALITY NCV – LADYSMITH CAMPUS);
REF: MTVET 05/2018 (PUBLIC MANAGEMENT AND MANAGEMENT ASSISTANT R191 – EZAKHENI A CAMPUS);
REF: MTVET 06/2018 (HUMAN RESOURCES/BUSINESS MANAGEMENT AND FINANCE R191 – EZAKHENI A CAMPUS)
Nature of post: Permanent

SALARY
R308 877 per annum plus applicable service benefits

CENTRE
Ladysmith Campus

Ezakheni A Campus

REQUIREMENTS
A recognised 3 or 4 year Degree/Diploma in the relevant field which must include a teaching qualification; At least 3 years lecturing experience, preferably in a TVET Sector; Accreditation as an Assessor and Moderator would be a strong recommendation; Sound communication skills; Ability to monitor and facilitate Students and Lecturers' performance and provide critical feedback in an objective manner; Good planning, organising, administration, monitoring and evaluation skills; SACE registration; Advanced computer skills (MS Word, MS Excel and PowerPoint); a valid driver’s licence.

DUTIES
Facilitate general academic and career development of students; Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College’s Quality Management system; Co-ordinate the procurement of the programme’s training needs; Provide guidance on syllabi, curriculum and learning outcomes; Create a conducive classroom environment and ensure efficient classroom management and discipline of students; Assess students; capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records; Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance; Assist the Head of Division with day-to-day management duties. Oversee assessment and moderation. Supervise lecturers and manage their performance in terms of IQMS.

ENQUIRIES
Mr SR Gabela at (036) 631 0360

POST 03/10
HR PRACTITIONER: HRD AND PERFORMANCE MANAGEMENT REF: MTVET 10/2018 – CENTRAL OFFICE
Nature of post: Permanent

SALARY
R226 611 (Salary Level 7) per annum plus applicable service benefits

CENTRE
Central Office

REQUIREMENTS
A recognised Bachelor's Degree or equivalent qualification at NQF level 6 in Human Resource Development / Human Resource Management or related fields. At least minimum of three to five years’ relevant experience. Good understanding of Human Resource Development / Management enabling legislation in particular the SDA, SDLA BCEA, EEA, LRA, PFMA and PSR. Excellent communication (both verbal and written), facilitation, presentation, writing, computer, financial management, good interpersonal skills. Be computer literate in Ms Office packages (Word, Excel, PowerPoint and outlook). Ability to work under pressure. Excellent working knowledge of PERSAL and all functions relating to PMDS and
IQMS. Knowledge to Return on Investment (ROI). Knowledge of National Skills Development Strategy 111. Be able to meet tight deadlines and be teamwork oriented. A valid driver’s license is essential.

**DUTIES**

Develop and implement Workplace Skills Plan in the College. Ensure implementation of Annual Training Plan. Development of training needs analysis. Administer bursaries, internships and education and training programmes. Evaluate the impact made by these programmes and report to management. Provide administrative functions to ensure proper functioning of the Training Committee. Conduct Skills Audit. Ensure the sourcing of accredited service providers. Liaise with various SETAs regarding training opportunities available. Provide statistics/reports on all training/learning interventions and skills development strategies. Ensure compliance to policies and regulations on the implementation of PMDS and IQMS. Monitor the implementation of performance management systems (PMDS and IQMS).

**ENQUIRIES**

Mr SR Gabela at (036) 631 0360

**POST 03/11**

**SUPPLY CHAIN CLERK SUPERVISOR REF: MTVET 11/2018 – CENTRAL OFFICE**

Nature of post: Permanent

**SALARY**

R226 611 (Salary Level 7) per annum plus applicable service benefits

**CENTRE**

Central Office

**REQUIREMENTS**

Grade 12 or equivalent qualification, PLUS a recognised Bachelor’s Degree or equivalent qualification at NQF level 6 in Supply Chain Management / Accounting/Public Management or related fields. A minimum of two (2) to three years’ experience in Supply Chain Management. Sound knowledge of Supply Chain Management legislations such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Be computer literate in Ms Office packages (Ms Word, Excel, Outlook and PowerPoint), excellent numerical skills, planning, monitoring, problem solving, decision making and supervisory skills. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. Be able to meet tight deadlines and be teamwork oriented. A valid driver’s license is essential.

**DUTIES**

Render contract management services within the College. Implement and maintain sound SCM practices with regard to demand and acquisition processes. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhered to. Ensure consistent and effective application of supply chain practices. Assist with the development of procurement plans by end-users; Perform expenditure analysis with respect to goods and services procured. Consolidate the end-users procurement plans in the overall procurement plan for the College. Assist end-users with the drafting of specifications and terms of reference; Provide secretarial support to Bid Specification Committee. Prepare reports on SCM matters. Supervise, train and monitor staff performance within the SCM Unit.

**ENQUIRIES**

Mr SR Gabela at (036) 631 0360

**POST 03/12**

**LECTURERS PL1 THREE POSTS**


Nature of post: Permanent

**SALARY**

R185 768 /245 700 per annum plus applicable service benefits

**CENTRE**

Ezakheni A Campus

**CENTRE**

Ladysmith Campus

**REQUIREMENTS**

A recognised 3 or 4 year Degree/Diploma in the relevant field which must include a teaching qualification or industry related qualification; A lecturing experience in a TVET Sector will be an added advantage; Good interpersonal and communication skills (verbal and written). Assessor and/or Moderator training will be an added advantage. Be computer literate in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration.

ENQUIRIES: Mr SR Gabela at (036) 631 0360

2018/2019 INTERNSHIP PROGRAMME

APPLICATIONS: Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or Hand Deliver to: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.

CLOSING DATE: 02 February 2018, 16H00

NOTE: The department of Higher Education and Training invites South Africans unemployed graduates who are between the ages of 18-35 to apply for 2018/2019 internship programme. Applications must be submitted on z83 form obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender, disability and TVET graduates are encourage to apply. Correspondences will be limited to successful candidates only. Suitable candidates will be subjected to personnel suitability checks (qualification/study verification). Successful candidates will also be subjected to security clearance processes. Please visit: www.dhet.gov.za for additional information and programmes on offer. Applications received after the closing date or faxed and emailed applications will not be considered

OTHER POSTS

POST 03/13: INTERNSHIP (REF NO: DHET CFO/2018/01)
Branch: CFO
Directorate: Development Support and Public Entities

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/Degree: Administration/ Financial Management/Development Studies/ Accounting recognised by SAQA.
DUTIES: The successful candidate will be responsible to provide Oversight, monitoring and evaluating compliance reports by public entities. Provide administration support within the Directorate. Provide support to management of tranche applications for programme and projects funded by donors and grants. Assist in compiling and analysing financial reports.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/14: INTERNSHIP (REF NO: DHET CFO/2018/02)
Branch: CFO
Directorate: Office of the CFO

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/B Com: Office Management or Filling or Administration or Accounting recognised by SAQA.
DUTIES: The successful candidate will be responsible to Prepare financial reports on Departmental Development Fund. Perform other duties delegated from time to time in the unit. Provide generic front office management and reception services, Filling and records management. Provide administration functions.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125
POST 03/15:  INTERNSHIP (REF NO: DHET CFO/2018/03)
Branch: CFO
Directorate: Compliance, Internal Auditing

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/Degree/B Com: Compliance or Internal Auditing Accounting as recognised by SAQA.
DUTIES: The successful candidate will be responsible to assist with compliance verification or testing and monitoring. Assist with conducting follow-ups on Audit Action Plan. Perform any ad-hoc tasks relevant to compliance.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805 / Mr M Rooi 012 312 5125

POST 03/16:  INTERNSHIP (REF NO: DHET CFO/2018/04)
Branch: CFO
Directorate: Financial Services

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/Degree/B Com: Finance with Accounting as passed subject recognised by SAQA.
DUTIES: The successful candidate will be responsible to Provide financial and administrative support to projects. Assist with monitoring of National Skills Fund projects. Assist with processing of expenditure and debt transactions. Assist with Payroll management, cash flow and budgeting.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805 / Mr M Rooi 012 312 5125

POST 03/17:  INTERNSHIP (REF NO: DHET CFO/2018/05)
Branch: CFO
Directorate: Supply Chain Management and Assets Management

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/Degree: Logistics Management or Public Admin or Supply Chain or Inventory or Demand and Acquisition recognised by SAQA.
DUTIES: The successful candidate will be responsible to processing orders, payments, travel and accommodations and logistics. Receiving of requisitions, Selecting of suppliers from CSD. Filling of Supply Chain Management documents
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805 / Mr M Rooi 012 312 5125

POST 03/18:  INTERNSHIP (REF NO: DHET P/2018/06)
Branch: Planning, Policy and Strategy
Directorate: Research Coordination, Monitoring and Evaluation

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate Master’s Degree: Social Science (Education) and National Diploma: Public Admin recognised by SAQA.
DUTIES: The successful candidate will be responsible to provide assistance with project support. Assist with summaries of reports Conduct internet research and undertake literature reviews.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805 / Mr M Rooi 012 312 5125

POST 03/19:  INTERNSHIP (REF NO: DHET P/2018/07)
Branch: Planning, Policy and Strategy
Directorate: Career Development Services
SALARY : R5 353.78 per month  
CENTRE : Pretoria  
REQUIREMENTS : An appropriate National Diploma: Financial Management or Auditing or HRM or Computer Science recognised by SAQA.  
DUTIES : The successful candidate will be responsible to provide assistance with maintaining of various Career Development Services projects budget. Assist the Deputy Director: Information Support in programming. Develop APP’s for Career Development Services and Open Learning.  
ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125  

POST 03/20 : INTERNSHIP (REF NO: DHET P/2018/08)  
Branch: Planning, Policy and Strategy  
Directorate: System Monitoring and Economic Analysis  

SALARY : R5 353.78 per month  
CENTRE : Pretoria  
REQUIREMENTS : An appropriate Degree: Economics or Econometrics or Statistics and Mathematics recognised by SAQA.  
DUTIES : The successful candidate will be responsible to provide office administration support. Provide secretariat support and perform ad-hoc duties.  
ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125  

POST 03/21 : INTERNSHIP (REF NO: DHET P/2018/09)  
Branch: Planning, Policy and Strategy  
Directorate: Legal and Legislative Services For Education Institutions  

SALARY : R5 353.78 per month  
CENTRE : Pretoria  
REQUIREMENTS : An appropriate Degree: LLB recognised by SAQA.  
DUTIES : The successful candidate will be responsible to provide assistance with legal research and handling litigation. Provide legal advisory services and drafting legal documents.  
ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125  

POST 03/22 : INTERNSHIP (REF NO: DHET P/2018/10)  
Branch: Planning, Policy and Strategy  
Directorate: Information System Coordination  

SALARY : R5 353.78 per month  
CENTRE : Pretoria  
REQUIREMENTS : An appropriate National Diploma or Bachelor's Degree: Management or Public Admin recognised by SAQA.  
DUTIES : The successful candidate will be responsible to assist with the management of projects. Assist with the development of information standards. Provide secretariat services in the directorate meetings. Perform ad-hoc duties as may delegated from time to time.  
ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125  

POST 03/23 : INTERNSHIP (REF NO: DHET P/2018/11)  
Branch: Policy and Strategy  
Directorate: Global Partnership, Africa and Middle East  

SALARY : R5 353.78 per month  
CENTRE : Pretoria  
REQUIREMENTS : An appropriate BA Degree/ BA Honours: International Relations with Politics as major subject recognised by SAQA.
DUTIES: The successful candidate will be responsible to provide assistance with logistical and programmatic preparations to receive, host local and international guests. Perform general tasks as and when requested by Deputy Director and Assistant Director. Assist the Personal Assistant with ensuring the Director's office operations are carried out efficiently.

ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/24: INTERNSHIP (REF NO: DHET P/2018/12)
Branch: Policy and Strategy
Directorate: Strategic Coordination and Secretariat Support, Social Inclusion and Equity

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/BA Degree: Management Assistant or Admin, Public Admin, Information Technology recognised by SAQA.
DUTIES: The successful candidate will be responsible to assist with the development and compilation of the Department annual performance plan. Assist in collation of strategic and performance inputs from branches. Facilitate provision of stationary and office equipment.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/25: INTERNSHIP (REF NO: DHET UE/2018/13)
Branch: University Education
Directorate: Financial and Physical Planning

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/BA Degree: Accounting or Public Finance or Infrastructure or Health Science in Finance recognised by SAQA.
DUTIES: The successful candidate will be responsible to assist with evaluation of clinical training grants reports from Universities. Assist with submissions to release funds.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/26: INTERNSHIP (REF NO: DHET UE/2018/14)
Branch: University Education
Directorate: Office Of The Deputy Director-General: University Education

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate Honours Degree: Arts or Social Science or Education recognised by SAQA.
DUTIES: The successful candidate will be responsible to provide with administration support in the office of the DDG: University Education. Conduct research on the HES. Support various research projects. Report writing and develop briefings.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/27: INTERNSHIP (REF NO: DHET UE/2018/15)
Branch: University Education
Directorate: Private Higher Education Institutions

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/ Degree: Management or Economics or Social Science recognised by SAQA.
DUTIES: The successful candidate will be responsible to assist in managing information. Assist in production of certificates. Evaluating of annual reports.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805 / Mr M Rooi 012 312 5125

POST 03/28: INTERNSHIP (REF NO: DHET UE/2018/16)
Branch: University Education
Directorate: Teaching & Learning Development and Teaching & Qualification Policy

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/Bachelor’s Degree: Business or Office Admin or Public Admin or Infrastructure or Health Science in Finance recognised by SAQA.
DUTIES: The successful candidate will be responsible for filing documents and other correspondences including meeting notes and decisions. Arrangements for travelling compile and submit travel claims accordingly.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/29: INTERNSHIP (REF NO: DHET TVET/2018/17)
Branch: Technical Vocational Education and Training
Directorate: TVET Infrastructure Development Programme

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/ Degree: Project Management Admin or Public Admin Infrastructure or Health Science in Finance recognised by SAQA.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/30: INTERNSHIP (REF NO: DHET TVET/2018/18)
Branch: Technical Vocational Education and Training
Directorate: Financial Planning

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate B Com: Financial Accounting or Economics or Econometrics recognised by SAQA.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/31: INTERNSHIP (REF NO: DHET TVET/2018/19)
Branch: Technical Vocational Education and Training
Directorate: Planning and Institutional Support

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/Bachelor’s Degree: Public Management or Admin or Financial Management or Information Communication Technology or Information Technology recognised by SAQA.
ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805 / Mr M Rooi 012 312 5125

POST 03/32: INTERNSHIP (REF NO: DHET TVET/2018/20)
Branch: Technical Vocational Education and Training
Directorate: Public TVET Colleges

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/ Degree /Bachelor: Public Management or Management or Business Studies recognised by SAQA.
DUTIES: The successful candidate will assist in compiling and submit travel, substance and cell phones claims. Manage the filling system of the Directorate and retrieval of documents when required. Provide administration support to the Directorate in order to ensure that Directorate’s administrative functions are performed well.

ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/33: INTERNSHIP (REF NO: DHET CS/2018/21)
Branch: Corporate Services
Directorate: Communication & Media Liaison and Call Centre & Client Services

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/ Degree: Communications or Public Relations or Graphic Design or Journalism or Marketing Management or Management Assistant or Public Admin or Library & Information Science recognised by SAQA.
DUTIES: The successful candidate will be responsible for Journalism, photographing, social media, Exhibitions and media monitoring. Respond to enquiries through Call Centre, Fax and email. Handle procurement processes of the Chief Director’s office. Assist with any other administration functions when required. Draft weekly plan for the Chief Director Manager and Submit to the office of the Deputy Director-General. Compile monthly, quarterly and annual reports. Respond to enquiries/queries through Call Centre, fax and email. Assist to manage DHET social media platform. Office administration (i.e. Couriering Branding bookings for travelling’s, Procuring stationary, procuring communication equipment , Procuring Branding. Assist with the monitoring of internal communication platforms (i.e. notice board monitoring)

ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/34: INTERNSHIP (REF NO: DHET CS/2018/22)
Branch: Corporate Services
Directorate: Government Information Technology Office (GITO)

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS: An appropriate National Diploma/ Bachelor: Information Technology or Social Science or Computer Science recognised by SAQA.
DUTIES: The successful candidate will be responsible to provide transversal system (BAS, PERSAL & LOGIS) support. Assist in the administration of the entire Microsoft network environment. Installation and maintenance of network infrastructure and software.

ENQUIRIES: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/35: INTERNSHIP (REF NO: DHET CS/2018/23)
Branch: Corporate Services
Directorate: Facilities Management and Logistics Services

SALARY: R5 353.78 per month
CENTRE: Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Facilities of Property Management or Public Management or Project Management recognised by SAQA.

DUTIES : The successful candidate will assist with management of transport and Departmental GG vehicle. Render effective and efficient registry services. Payment of private and state owned Municipal services. Prepare documents and files them accordingly.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/36 : INTERNSHIP (REF NO: DHET CS/2018/24)
Branch: Corporate Services
Directorate: Human Resource Administration, Management and Development

SALARY : R5 353.78 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree: Human Resource Management and Development or Management Services or Industrial Psychology or Organizational Development or Public Administration or Office Management or Records Management recognised SAQA.

DUTIES : The successful candidate will administer and processing of HR transactions and PERSAL. Coordinate recruitment and selection process such as capturing applications, arranging shortlisting and interviews. Assist with the Coordination of bursary audit. Assist with the coordination of skills programmes including Internship, Security Learnership and WIL programme. Assist in the development and implementation of the HR planning, employment equity and data analysis

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/37 : INTERNSHIP (REF NO: DHET CS/2018/25)
Branch: Corporate Services
Directorate: Labour Relations and Wellness

SALARY : R5 353.78 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree/ B Tech: Labour Relations or Laws Office Admin or Psychology or Wellness recognised SAQA.

DUTIES : The successful candidate will perform counselling and make referrals. Assist in Psycho- Social interventions activities. Must have knowledge and understanding of Employee Health Wellness policies and framework. Understanding of collective bargaining, negotiations and assistance with the disciplinary processes.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/38 : INTERNSHIP (REF NO: DHET CS/2018/26)
Branch: Corporate Services
Directorate: Office Of The Deputy Director-General: Corporate Services And Office Of The Chief Director: Human Resource Development

SALARY : R5 353.78 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree: Public Management or Admin or Office Management or Risk Management or Auditing or Forensic Auditing recognised SAQA.

DUTIES : The successful candidate will be responsible for scanning files and hyperlinking of documents. Handling of confidential documents and responding to enquiries. Perform Risk Management and fraud prevention activities. Provide secretarial support to the Risk Management committee. Perform administrative duties

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125
<table>
<thead>
<tr>
<th>POST 03/39</th>
<th>INTERNSHIP (REF NO: DHET SD/2018/27)</th>
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<tbody>
<tr>
<td>Branch: Skills Development</td>
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<tr>
<td>Directorate: National Skills Fund and Work Intergrated Learning Programme</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R5 353.78 per month</td>
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<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate National Diploma/ Degree: Public Management or Financial Management or Project Management or Information Technology or Legal Assistance or Communication or Public Relation or Supply Chain Management or Internal Auditing or Management Assistance recognised SAQA.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The successful candidate will assist managers with projects administration. Assist Directorates with office administration duties. Sorting of data from SETAs, UOT’s and TVET. Managing incoming and outgoing of data to stakeholders. Perform other administrative duties. Assist to design relevant audit procedures for planned audits. Assisting with execution of audits as per the internal audit plan, in accordance with internal audit methodology and International Standards of Internal Audit. Assist with the conducting of legal research and provide legal advice including drafting legal opinions. Assist with ensuring compliance to risk management policies, procedures and systems. Update the risk register, compliance report and central litigation and investment register. Assist with maintaining of accurate weekly timesheets and monitoring hours spend against available budget and provide regular reports.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125</td>
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<tr>
<th>POST 03/40</th>
<th>INTERNSHIP (REF NO: DHET SD/2018/28)</th>
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<tbody>
<tr>
<td>Branch: Skills Development</td>
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<tr>
<td>Directorate: National Skills Authority</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R5 353.78 per month</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate National Diploma/ Degree: Marketing or Communications Honours Degree: Information System or Research recognised SAQA.</td>
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<td><strong>DUTIES</strong></td>
<td>The successful candidate will assist in coordinating National Skills Authority advocacy Activities. Manage National Skills Authority media platforms. Assist in coordinating National Skills Authority events. Assist in developing National Skills Authority marketing and communication strategy</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125</td>
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<tr>
<th>POST 03/41</th>
<th>INTERNSHIP (REF NO: DHET CET/2018/29)</th>
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<tbody>
<tr>
<td>Branch: Community Education and Training Colleges</td>
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<tr>
<td>Directorate: Institutional Development Support, Programme Curriculum, Development and Assessment</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R5 353.78 per month</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate National Diploma/ Degree: Office Management or Admin recognised SAQA.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>The successful candidate will monitor and report on Chief Director’s budget. Arrange Prepare and record proceeding of meeting. Assist in procurement and other logistics. Provide administration support.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125</td>
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<tr>
<th>POST 03/42</th>
<th>INTERNSHIP (REF NO: DHET CET/2018/30)</th>
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<tbody>
<tr>
<td>Branch: Community Education and Training Colleges</td>
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<tr>
<td>Directorate: Regional Offices and Colleges (Provinces)</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R5 353.78 per month</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Eastern Cape, Northern Cape, Western Cape, North West, Mpumalanga, Limpopo, Free State, Kwazulu-Natal &amp; Gauteng</td>
</tr>
</tbody>
</table>
**REQUIREMENTS**: An appropriate National Diploma/ Degree: Human Resource Management or Public Admin or Office Admin or Finance or Town Planning or Quantity Surveying or Information Management or Information Technology or Accounting or Management Assistant or Data Management recognised SAQA.

**DUTIES**: The successful candidate will provide administrative support. Assist the CET directorates with distribution, collection and capturing of annual snap surveys and examination enquires. Assist with procurements processes and making travelling arrangements. Filling documents relating to corporate services. Assist with other administrative of the entire Microsoft network environment. Installation and maintenance of network infrastructure and software. Assist with preparations of financial reports. Processing of expenditure and debts transactions.

**ENQUIRIES**: Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125
OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic persons are required to establish the Office:

APPLICATIONS

- **National Office**: Midrand and Constitutional Court: Quoting the relevant reference number, direct your application to: The Director Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.

- **Mpumalanga**: Nelspruit: Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X22149, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

- **Western Cape**: Cape Town: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.

CLOSING DATE: 09 February 2018

NOTE:
The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply.

Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

**POST 03/43**: DEPUTY DIRECTOR: RISK MANAGEMENT, REF NO: 2018/02/OCJ

**SALARY**: R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: Grade 12 and a three year National Diploma/ B Degree in Risk Management, Auditing and Finance or equivalent qualification. Five (5) years working experience in a risk management and auditing environment of which three (3) years’ should be at supervisory level. Knowledge: Public Sector Risk Management Framework; ISO 31000, COSO Framework; King Report on Corporate Governance; Labour legislation relevant to the post (Public Finance Management Act, Protected Disclosure Act, Basic Conditions of Employment Act, Public Service Act, etc); Treasury Regulations; Anti-fraud and corruption policies; Criminal and commercial law; Policies and procedures. Must be in possession of a valid driver’s licence. Experience in identifying new risks and rolling out risk management methodology. Skills and competencies: Skills: Analytical; Strategic management;
Financial management; Facilitation; Investigation; Interviewing; People management; Computer literacy; Time management; Communication; Interpersonal relations; Work well under pressure; Presentation; Planning and organising. Knowledge of CURA or BARNOWL systems. Position is ideal for a person who is deadline driven, results oriented, assertive and a team player.

**DUTIES**

Develop, implement and maintain an Enterprise Risk Management (ERM) framework and supporting policies. Develop and facilitate the implementation of a fraud prevention plan and anti-corruption strategy. Embed a risk management culture, risk awareness and anti-fraud awareness. Facilitate the compilation of Strategic and Operation Risk Registers. Assess and maintain the risk maturity profile of the Department. Develop and implement a business continuity policy for the Department. Facilitate the implementation of risk based combined assurance. Facilitate the functioning of the departmental Risk Management Forum. Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks. Ensure submission of accurate and timeous risk management reports to all departmental management structures. Manage the resources within the Risk Management Unit.

**ENQUIRIES**

Ms B Motene (010) 493 2500

**POST 03/44**

DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES, REF NO: 2018/03/OCJ

**SALARY**

R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Midrand

**REQUIREMENTS**

Grade 12 and a three year National Diploma/ B Degree in Security Management, Security Risk Management or in Social Sciences that is security related; PSIRA Grade A-registered an added advantage. Five (5) years direct experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services of which three (3) years’ should be at supervisory level. Proficient in Microsoft Office Suite. A valid driver’s licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. Skills and competencies: Sound written and verbal communication skills, Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management; Public Finance Management Act (PFMA); Treasury Regulations and Occupational Health and Safety Act. Management of public funds. Contract management skills. Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.

**DUTIES**

Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks, respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution’s assets, including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution. Optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management; Manage, coordinate and oversee the provision of close, in-transit and static protection services; manage and coordinate capacity building and security awareness programmes; Implementation of the department’s security policy and SoP’s in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.
ENQUIRIES: Mr N Naidoo (010) 493 2500

POST 03/45: DEPUTY DIRECTOR: FINANCE, REF NO: 2018/04/OCJ

SALARY: R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: Western Cape Provincial Centre: Cape Town

REQUIREMENTS: Grade 12 and a three year National Diploma/ B Degree in Public Finance and/ or Auditing; Five (5) years’ experience of which three (3) years should be at supervisory level; Knowledge of GRAP/GAAP; Financial Management and Accounting; Sound track record in Financial Accounting in the Public Service or entities; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the department and public sector; Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP; Knowledge of budgeting of Vote Account; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; A valid driver’s licence. Skills and competencies: Communications skills (written and verbal); Problem solving and decision making skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial Skills; Assertiveness, Accuracy and attention to detail.

DUTIES: Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations; Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Manage bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Manage and direct the Finance Directorates staff and budgets.

ENQUIRIES: Mr JJ Manuel (021) 469 4000

POST 03/46: DEPUTY DIRECTOR: CONDITIONS OF SERVICE, REF NO: 2018/05/OCJ

SALARY: R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and a three year National Diploma/Bachelor’s degree in Human Resource Management or an equivalent Qualification; Five (5) years human resources administration experience, with three (3) years at supervisory level. Knowledge and understanding of the current public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to stakeholders; Computer literacy in MS Office; A valid driver’s licence. Skills and competencies: Computer literacy, Good verbal and written communication skills. Strong leadership skills. Project management skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.

DUTIES: Manage the Conditions of Service at National and Provincial level in accordance with the relevant prescripts; Coordinate implementation of the approved post and staff establishment; Manage employee records at the National Office; Establish system to ensure successful implementation of the operational plan; Manage conditions of service and benefits for all levels including OSD; SMS and MMS employees. Responsible for the interpretation and implementation of OSD policies and resolutions. Responsible for the policy implementation and compliance on leave, long service, PILIR, GEHS, Medical Assistance, IOD and resettlement benefits. Report weekly, monthly, quarterly and annually; Provide analysed data to management. Interpret HR Policies and prescripts; Establish systems to
improve customer engagement on HR issues at the Provinces; supervise staff and manage their performance according to the Performance management system.

ENQUIRIES: Ms D Botha (010) 493 2500

POST 03/47: ASSISTANT DIRECTOR: PROFESSIONAL INTEGRITY AND ETHICS PROMOTION, REF NO: 2018/06/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and a three year Diploma/ Degree in Professional Ethics, Public Management and Administration or equivalent; Three (3) years’ experience in Professional Ethics of which two (2) years should be at a supervisory level; Knowledge and experience of Anti-corruption initiatives in the public service; Knowledge of Professional Ethics infrastructure in the public service; Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics; No criminal record; A valid driver’s licence. Skills and competencies: Presentation skills; Planning and organizing, Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation, Operational knowledge of financial disclosure system (e-disclosure system), Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing.

DUTIES: The incumbent will required to assist with the development and implementation of integrity & ethics management strategy and plan for the department. Monitoring and evaluating delivery against ethics and anti-corruption plans. Conduct ethics and integrity awareness sessions for the department. Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Conduct research on the Professional Ethics infrastructure in the public service. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders. Provided the system administration functions of the financial disclosure system (e-disclosure), Provide support to the Departmental Ethics Committee.

ENQUIRIES: Ms B Motene (010) 493 2500

POST 03/48: ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND REPORTING, REF NO: 2018/07/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and a three year Diploma/ B Degree in Business/Public Administration or an equivalent relevant qualification; Three (3) years relevant work experience in monitoring and reporting of which two (2) years should be at a supervisory level; A valid divers licence; Understanding of Government planning processes and cycle; Good coordination and planning skills; knowledge of relevant legislation, National Treasury regulations, planning guidelines and framework for managing performance information; Skills and competencies: Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management; Problem solving and ability to work independently with limited supervision; People management skills and computer literacy.

DUTIES: Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly Unit performance reports and supporting evidence; Analyze reports against planned targets; Developed quarterly dashboards to provide feedback to Management; Verify submitted evidence against reported progress for reliability, relevance and accuracy; Make follow-up with Unit Managers on outstanding and/or insufficient evidence for reported progress; Facilitate the consolidation and submission of quarterly performance reports to National Treasury, Director-General and Minister; Provide support to Units in ensuring uninterrupted access to the online Balance Score Card system and follow-up on access challenges; Provide support during audits of
performance information; Participate and provide support to other activities of the Directorate.

ENQUIRIES : Mr I Malao (010) 493 2500

POST 03/49 : ASSISTANT DIRECTOR: INTERNAL AUDIT (2 POSTS), REF NO: 2018/08/OCJ

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

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ B Degree in Internal Auditing or relevant qualification; Three years’ (3) experience in Internal Auditing of which two (2) years should be at a supervisory level; Registered member with Institute of Internal Auditors. Knowledge: International Standards for the Professional Practice of Internal Auditing (ISPPIA); Public Finance Management Act (PFMA); Treasury Regulations; Public Service Regulations; Public Service Act; Project Management; International Financial Reporting Standards; Generally Recognized Accounting Standards; Auditor General Processes and Procedures; Basic Condition of Employment Act (BCEA); Promotion of Access to Information Act (PAIA); Labour Relations Act (LRA); A valid driver’s licence. Skills and competencies: Communication skills; Supervisory skills; Audit Techniques; Risk Assessment skills; Negotiation skills; Presentation skills; Problem Solving skills; Planning and Organizing skills; Policy development and analysis; Computer Literacy and Report Writing skills.

DUTIES : Develop and provide inputs on annual audit operational plan and three year rolling strategy; Plan, Execute, Report and perform follow up audits. Review the effectiveness of controls on systems, assets and operations; Verify the reliability, usefulness, completeness and accuracy of the financial reporting and performance information; Provide internal audit administration support services.

ENQUIRIES : Mr R Mabunda (010) 493 2500

POST 03/50 : ASSISTANT DIRECTOR: FLEET SERVICES, REF NO: 2018/09/OCJ

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

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ B Degree in Fleet Management, Transport Management or Logistics / Supply Chain Management. Three (3) years functional experience in managing government fleet and or transport services of which two (2) years should be at a supervisory level; A valid code EB or higher driver’s licence. Proficient in Microsoft Office Suite. Knowledge of managing leased motor transport services will be an added advantage. Skills and competencies: Sound written and verbal communication skills; Knowledge and understanding of applicable Public Finance Management Act and Regulations; knowledge and understanding of Government fleet management policies and procedures; knowledge and understanding of Government SCM, Asset and Contract management policies and procedures; effective resource and financial management; computer literacy; conflict management and innovation; ability to function independently and advise management on best practise solutions for the department.

DUTIES : Manage, coordinate and implement an efficient and well maintained fleet service at all levels of the department; guide and coordinate the implementation of fleet management policies, procedures and legislation; effective asset management (acquisition, administration, utilisation care, maintenance and disposal) of all fleet assets, monitor and manage compliance to road traffic management legislation; institute corrective, investigative and disciplinary processes to prevent abuse; fraud and losses of vehicle and departmental assets; coordinate and manage service delivery standards by service providers; information management of vehicles assets relating to administration, payments, recoveries, losses, repair and maintenance.

ENQUIRIES : Mr N Naidoo (010) 493 2500
POST 03/51: ASSISTANT DIRECTOR: PROCUREMENT SYSTEM CONTROLLER, REF NO: 2018/10/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and a three year National Diploma/ Bachelor’s Degree in Commerce or IT; Three (3) years’ experience in financial systems of which two (2) years should be at a supervisory level will be an added advantage; Knowledge of relevant legislation such as Public Finance Management Act (PFMA) and Treasury Regulations, a valid driver’s licence. Skills and competencies: Effective and excellent people’s skills; Problem solving and analysis; Communication skills; Project management, planning and organising; Attention to detail and service delivery; Manage and maintain good relations with all stakeholders.

DUTIES: Assist to manage the Justice Yellow Pages (JYP) system and form a link between the functional user, the IT component as well as the Financial System Controller (BAS), Vulindela and CSD (Central Supplier Database). Have a clear understanding of the technical environment, functional areas, user support, and analysis and interpretation of reports. Ensure that system security measures are always in place. Assist to plan, implement, and assess the procurement system. Organise workflow, taking into account the segregation of duties and workload. Maintain data used in the administration of procurement systems and ensure proper filing. Address exceptions on weekly basis. Ensure that all prescripts, delegations and policies are adhered to. Attend to audit issues and assist with the required information. Attend user workshops/meetings and contribute to the development and continuous improvement of the systems. Identify training needs and coordinate training when necessary.

ENQUIRIES: Mr S Jiyane (010) 493 2500

POST 03/52: ASSISTANT DIRECTOR: PERSAL CONTROLLER, REF NO: 2018/11/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and a three year National Diploma/Bachelor’s degree in Human Resource Management or an equivalent qualification with three (3) years relevant and appropriate experience in a Public Sector Human Resource Management environment of which two (2) years at supervisory level will be an added advantage. PERSAL Training, Computer literacy MS Excell, MS Word, MS Outlook is essential (MS Access and MS Visio will be an added advantage), A valid Code 08 driver’s licence. Skills and competencies: Knowledge and understanding of the Public Service Act, Public Service Regulations, Labour Relations Act, and other related policies, Interpersonal skills, Communication skills, Organisational skills, Financial and knowledge management skills, Problem solving and analysis skills, Data analysis and report writing skills, Extensive knowledge of the SCC system will be an added advantage. Good verbal and written communication skills.

DUTIES: Be responsible for the creation and maintenance of the departmental codes on the departmental code file. Evaluate and recommend/reject requested changes to the PERSAL system (SCC). Manage and control PERSAL notices and messages and bring important issues to the attention of management. Create users on Persal, allocate functions and link users and supervisors. Monitor the effective utilisation of the PERSAL system. Ensure that sound and effective personnel and salary persal management exists in the Department. Establish a well-trained PERSAL User group. Provide guidelines on the maintenance of the paper file and the information on PERSAL. Analyse PERSAL data and prepare monthly/quarterly/yearly reports; Monitor and manage statistics and information on PERSAL. Monitor the allocation and use of functions. Responsible for the composition and maintenance of departmental manuals and procedures. Implement control and audit measures on the PERSAL system. Be accountable for the effective utilisation of the PERSAL system; ensure authorisation of the suspense files transactions and verification with source documents.

ENQUIRIES: Ms D Botha (010) 493 2500
POST 03/53: ASSISTANT DIRECTOR: HUMAN RESOURCES, REF NO: 2018/12/OCJ

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

CENTRE: Mpumalanga Provincial Centre: Nelspruit

REQUIREMENTS: Grade 12 and a three year National Diploma/ B Degree in Human Resources/Business Management/Public administration or equivalent qualification. Three (3) years working experience in Human Resources Administration of which two (2) years' experience must be at a supervisory level in HR and related fields. Knowledge and understanding of human resources management processes. Must be able to understand and interpret policies Knowledge of policies/implementation strategies. Extensive knowledge of the Persal System. Knowledge of the relevant HR Management Legislation Directives. A valid driver’s licence. Skills and competencies: Computer literacy (MS Office - with focus on Excel). Good communication skills (written and verbal). General office and project management. Exceptional report writing. Good people management / interpersonal relations; Ability to work under pressure and willingness to work extended hours when required. Attention to detail; Problem solving and Maintain discipline.

DUTIES: Manage and co-ordinate HR administration matters within the Department to contribute to the rendering of a professional human resource management services which in Conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowance etc.); HR Provisioning (recruitment and selection, appointments, transfers, verification of qualifications; secretariat functions at interviews, etc.); Performance Management; Coordination of Labour Relations and employee wellness and training. Address human resource administration enquiries. Ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation. Manage all PERSAL functions. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

ENQUIRIES: Mr SE Mashele (013) 753 9308

POST 03/54: ASSISTANT DIRECTOR: E-LEARNING ADMINISTRATOR, REF NO: 2018/13/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and a three year National Diploma/ B Degree, three (3) years working experience in a training related environment of which two (2) years should be at a supervisory level; adequate exposure in working with different E- learning platforms and LMS tools; advanced knowledge and experience in application of Microsoft office suite and open source; Understanding of SITA requirements; A valid driver’s license.

DUTIES: Ensure implementation of Learning Management System (LMS); Provide administrative, functional and technical support in the operation of Learning Management System (LMS); Manage technical support for LMS and other relevant software; Identify emerging training technologies and advise SAJEI management; Support online training delivery, facilitation and follow up activities; Support Judicial Educators in production and uploading of training materials on LMS; Assist with archiving online SAJEI documentation; Provide day-to-day technical support to SAJEI team and LMS users; Provide day to day ICT technical support for SAJEI training, workshops, seminars and meetings; Provide training in IT related activities for various SAJEI officials and users.

ENQUIRIES: Dr T Tshivhase (010) 493 2500
POST 03/55 : ASSISTANT DIRECTOR: HUMAN RESOURCES, REFNO: 2018/14/OCJ

SALARY : R334 545. - R 394 065. per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/B Degree in Human Resource Management or Business Management; Three (3) year’s working experience in Human Resource Administration; Two (2) years’ experience at a supervisory level in HR; Knowledge and understanding of Human Resource Management environment; Management of Resources; Knowledge of policies/implementation strategies; Knowledge of PERSAL System; Knowledge of the relevant HR Management Legislation Directives; A valid driver’s licence. Skills and Competencies: Computer Literacy (MS Office- with focus on Excel); Good communication skills (written and verbal); General Office and project management; Exceptional report writing skills: Interpersonal Relations; Ability to work long hours under pressure and be self-motivated; Attention to detail; Problem solving skills; Maintaining discipline.

DUTIES : Implementation of policies and procedures; Manage and co-ordinate HR administration matters within the Department to contribute to the rendering of a professional Human Resource Management environment; Conditions of service (Leave, Housing, Medical Aid, Injury on duty; Terminations; Long Service Recognition; Overtime; Relocation; Pension; Allowances etc.); HR Provisioning (Recruitment and Selection; Appointments; Transfer; Verification of Qualifications; Secretariat functions at interviews etc); Ensure the successful implementation of Departmental/Public Services policies on matters related to human resource management to adhere to the relevant prescripts/legislation; Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

ENQUIRIES : Ms D Botha (010) 493 2500

POST 03/56 : VETTING ADMINISTRATOR, REF NO: 2018/15/OCJ

SALARY : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 certificate and a National Diploma or equivalent qualification in Administration/Social sciences/Humanities or related studies. Three (3) years’ experience in rendering administrative support services; Good communication and writing skills; No criminal record. Computer literate. Must be in possession of a valid driver’s licence. Skills and competencies: Good communications skills (verbal and written); Problem solving and analysis; Report writing skills; Planning and organizing skills; Operational knowledge of Security Vetting Administrative System (SVAS); Security Vetting investigation course would be advantageous.

DUTIES : Administration and safekeeping of all vetting files in the department; Render administrative support services and maintenance of vetting database; Performance of screening functions; Provide support to the Unit Head and other staff, regarding vetting operational meetings; Liaise regularly with SSA on vetting matters particularly in relation to administrative systems and processes; Assist in organising vetting awareness sessions.

ENQUIRIES : Ms B Motene (010) 493 2500

POST 03/57 : WEBMASTER OFFICER, REF NO: 2018/16/OCJ

SALARY : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : A Grade 12 and a three year National Diploma/Degree in graphic design, web design, multimedia, computer science or equivalent qualification; at least one year design/layout experience; Microsoft certifications in C++, SQL, Java Script, Dynamics CRM; SharePoint or other similar certifications would be expected. Have a minimum 3 years’ experience; proven design skills. Skills and Competencies:
Analytical skills; attention to detail and quality assurance skills; communication skills (written and verbal); results & deadline driven; specialist programming skills in more than one of the technology areas; good understanding of the Systems Development Life Cycle (SDLC) Framework.

**DUTIES**: Assist with the management and update all of the OCJ website and intranet, including technical roadmap definition and execution; provide the day-to-day operational support; prepare website content by structuring information and layout of pages for quality control of web content; develop new content and rewrite/edit existing content into a form that is appropriate for interactive media and adds value to the content materials; reform text, assure hyperlinks integrity, position new content to the website; ensure that the content on the website is always up-to-date, accurate, consistent and reliable; assist with the demand from internal clients, including content, configuration and development updates; provide support and input on design standards by which the sites and demands on the sites will be managed; maintain communication with all stakeholders, including demand/prioritization and feedback sessions; provided appropriate operational reporting and feedback.

**ENQUIRIES**: Mr T Rikhotso (011) 349 7500

**POST 03/58**: HUMAN RESOURCE PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY, REF NO: 2018/17/OCJ

**SALARY**: R 226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: Grade 12 and a three year National Diploma/Degree in Occupational Health and Safety. Three (3) years' relevant functional experience in Occupational Health and Safety; Policy implementation; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Public Finance Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act. Knowledge of research procedures and techniques. Knowledge of design principles, techniques and tools. Understanding of Government legislation. A valid driver’s licence Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, planning and decision making skills.


**ENQUIRIES**: Ms D Botha (010) 493 2500

**POST 03/59**: HUMAN RESOURCE PRACTITIONER: HR PLANNING, REF NO: 2018/18/OCJ

**SALARY**: R 226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: Grade 12 and a three year National Diploma/Degree in Human Resource Management/Organizational Development; Three (3) years relevant appropriate Experience. Skills and Competencies: Computer skills (MS Word, MS Excel, MS Power Point); Problem solving; Decision making; Interpersonal skills; Attention to detail; Assertiveness; Good writing and verbal communication; Honest and ethical; Supervision.

**DUTIES**: Involve employees and other stakeholders in developing and implementing current and future human resource plan; identify competencies needed for critical job classes; determine gaps between current staff and future needs; determine needed training and development of current staff to meet future needs; develop recruitment strategies if necessary; develop workforce planning strategies; e.g.
succession planning; as appropriate and develop a timetable for implementation of identified workforce planning action steps. Develop strategies to address GEYODI issues; develop sustainable strategies for acquiring, deploying, developing and retaining employees to achieve strategic/programmatic goals analysed. Regular monitoring and evaluation of human resource plans, progress made towards human resource goals and the contribution of human resource results in achieving programmatic goals; Monitor human resource gaps in terms of supply and demand issues including the critical skills and competencies that are needed to achieve strategic goals. Assist in the evaluation of jobs as well as change management, as and when necessary.

ENQUIRIES: Ms D Botha (010) 493 2500

POST 03/60: REGISTRY CLERK: HR, REF NO: 2018/19/OCJ

SALARY: R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 or equivalent qualification; National Diploma, Degree in Human Resource Management/ Public Admin will be an added advantage; Knowledge and understanding of Record Management and Archive policies, procedures, regulations; A valid driver's licence and knowledge of Persal will be an added advantage. Skills and competencies: Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness; Ability to work under pressure, proficient with Ms Office software.

DUTIES: Render an effective filing and record management service: Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework; Record receipt, Maintain safe custody and protection of files and records; Identify files and records for archiving; Allocate file reference numbers and maintain various control registers.

ENQUIRIES: Ms D Botha (010) 493 2500

POST 03/61: DATA CAPTURER: HR, REF NO: 2018/20/OCJ

SALARY: R152 862. – R180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 or equivalent qualification; Computer literacy, National Diploma, Degree in Human Resource Management/ Public Admin/ IT will be an added advantage Skills and competencies: Good communication skills; Excellent in Microsoft office software , Ability to analyze statistics, ability to work under pressure.

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

ENQUIRIES: Ms D Botha (010) 493 2500

POST 03/62: ADMINISTRATION CLERK: HUMAN RESOURCES, REF 2018/21/OCJ

SALARY: R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 or equivalent qualification; National Diploma/ Degree in Human Resource Management/ Public Admin will be an added advantage or equivalent will be an added advantage; Proficient in Microsoft Office Suite (Word, Excel,
PowerPoint); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.

DUTIES

Provide administrative support to HR Directorates Secretarial and document production and management services to the directorate; Provide support to the Director in coordinating the financial administration of the Unit; Provide secretariat support during meetings and appointments (venues, minutes, refreshments); Implement and maintain a filing system in line with department policy; Coordinate the travel arrangements and claims of the directors and maintain records; Coordinate and appropriately direct all incoming / outgoing correspondence for the Unit. Combine monthly, quarterly and annual reports of the HR directorates, quality assure memorandums and documents submitted to the office of the Directors at for completeness and Correctness and assist HR with any projects or any other duties assigned.

ENQUIRIES

Ms D Botha (010) 493 2500
OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 16 February 2018, 15h45.

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

OTHER POST


SALARY: R183 558 per annum (Salary Level 6)

CENTRE: Head office, Pretoria

REQUIREMENTS: An appropriate Senior Certificate (Grade 12) coupled with typing competency. A three-year Secretarial Diploma in Office Administration will be an added advantage. Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Effective administrative, organisational and communication at all levels. Understanding of office work processes. Ability to work with medium size to large filing systems will be essential. An assertive, trustworthy professional with integrity. Good interpersonal relations. Creative, motivated, self-driven, result orientated and have initiative. Ability to work independently, under pressure and as part of a team. A driver’s license will be an added advantage.

DUTIES: The successful candidate will be responsible for administrative and secretarial support to the Chief Directorate. Researching and preparing information and supporting data for meetings and projects. Administering office expenditure including submissions of subsistence and travel claims. Administering/ drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system for the Chief Directorate. Organising meetings and taking minutes during the meetings. Coordinating the Chief Directorate’s programmes. Organising office logistical matters including travel arrangements for the Chief Directorate. Acting as a general receptionist and records appointments and events in the diary of the Directors. Liaising with stakeholders regarding office operation. Assisting managers with various administrative tasks. Serve as the Personal Assistant to the Chief Director.

ENQUIRIES: MS Amanda Kelengeshe Tel No: (012) 352 1146
### ANNEXURE I

#### DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

<table>
<thead>
<tr>
<th>APPLICATIONS</th>
<th>Applications must be sent to The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. <a href="http://www.dpme.gov.za">www.dpme.gov.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE</td>
<td>02 February 2018t 12:00 pm</td>
</tr>
<tr>
<td>NOTE</td>
<td>The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.</td>
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**OTHER POST**

<table>
<thead>
<tr>
<th>POST 03/64</th>
<th>TEAM SECRETARY REF NO 001/2018</th>
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<tbody>
<tr>
<td>Directorate: Human Resources Management</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R183 558. – R216 216. per annum (salary level 6) plus benefits</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A relevant 3 year tertiary qualification (NQF 6) or equivalent with a minimum of 3 years experience in secretarial, administration or related field in private or public sector. The ideal candidate should have good oral and written communication skills and be able to organize their work using tools like MS Office (MS Word, PowerPoint, Excel, Outlook and Internet) and office equipment. The candidate must have the following skills: Telephone etiquette; ability to understand policies; planning and organisational skills; good interpersonal and communication skills. Must have good written communication skills; knowledge of documents</td>
</tr>
</tbody>
</table>
management, tracking and filing systems; ability to act with tact and discretion; high level of reliability and must be well groomed and presentable.

**DUTIES**

The successful candidate will be responsible for rendering a secretarial and clerical/administrative support service to the Head of the unit and the unit. This entails performing the following duties: manage Head of the unit’s diary, make travel and meeting arrangements for the unit, process travel and subsistence claims for the unit, prepare and maintain appropriate filing systems, manage leave register, telephone accounts, etc. Provide support to the Head of the Unit regarding meetings, including inter alia, taking minutes and managing the correspondence (receiving and distribution). Record unit’s expenditure. Remain up to date with regard to prescripts/policies and procedures applicable to the unit’s work terrain to ensure efficient and effective support to the unit. Provide general support to visitors and act as the point of contact for internal and external clients and ensure Procurement of office supplies.

**ENQUIRIES**

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

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028 or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O Box 394, Menlyn, 0063 or by email: dpe@basadzi.co.za; Tel 012 998 8953/8049

FOR ATTENTION: Human Resources

CLOSING DATE: 02 February 2018

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. For SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 03/65 : DDG: CORPORATE MANAGEMENT REF NO: DPE/2018/001
Unit: Corporate Management

SALARY : R1 370 973 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a postgraduate degree in Business Administration (NQF Level 8) as recognized by SAQA accompanied by 8-10 years’ experience at a senior managerial level. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability, Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills.

DUTIES : Direct and manage the provisioning of effective, efficient and economical financial and supply chain management services. Direct and manage the provisioning of effective, efficient and economical human resource and office management services. Direct and manage the provisioning of effective, efficient and communication management services Direct and manage the establishment and maintenance of appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of financial resources and assets within DPE. Manage the provisioning of technically support services to the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report. Manage processes for the formulation of creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Direct and manage the provisioning of human resource system development and planning services. Recruitment, selection and career management services. Employee benefit administration services. Employee relations services. Staff development services. Employee support services. Coordinate departmental mandate processes in the HRM space.
Exercise delegated powers in terms of the provisions of the Public Service Act, 1994 and Public Service Regulations. Coordinate and facilitate processes to establish the HRM function as a strategic partner and ensure that appropriate service delivery standards are established; and internal procedures and processes are on a continuous basis reviewed and aligned to add value to the operations of the Department without compromising internal control arrangements. Direct and manage the provisioning of office and security management services. Manage a professional team of experts with a view to oversee and direct the provisioning of internal and external communication and media services. Provisioning of marketing and public relations services. Publication, webpage, intranet and graphic services; and customer care services. Represent the strategic intent (including funding) of the communication and marketing functions within the executive governance structures of the Department. Promote at executive management level the utilisation of IT as a strategic business process enabler. Oversee the development, maintenance and implementation of the DDPE Master Systems Plan. Represent the strategic intent (including funding) of the IT and ICT functions within the executive governance structures of the Department. Oversee the development, maintenance and delivery on the Work Plan of the DGITO function. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Unit. Oversee strategic and annual planning processes for the Unit and ensure compliance with the DPE’s Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Unit’s business processes.

**ENQUIRIES**
Ms Henriette Strauss Tel: 012 431 1022

**POST 03/66**
DEPUTY DIRECTOR-GENERAL: BUSINESS ENHANCEMENT SERVICES,
REF NO DPE/2018/002
Unit: Business Enhancement, Transformation and Industrialization

**SALARY**
R 1 370 973 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicant must be in possession of a postgraduate degree in Business Administration or Economics (NQF Level 8) as recognized by SAQA accompanied by 8-10 years’ experience at a senior managerial level. Proven experience in policy development, industrial strategy, financial analysis, business strategy and public private partnerships. A Masters degree will be an added advantage. Demonstrate both strategic and technical competence in this regard. Well-developed communication, report writing, problem-solving and analytical skills. Ability to manage people, resources and projects. An understanding of debates regarding the role of the state in economic development, and of state-owned companies in general and in the logistics industry in particular. Strong understanding of transport sector policies and regulations. Ability to interact with sector stakeholders, both in the public and private sectors, and at highest possible levels.

**DUTIES**
Strategically direct the development of government’s overarching SOC Governance Policy Framework inclusive of the administratively overseeing the provisioning of specialist business enhancement services for the Transport and Energy Complexes and the development of Shareholder Compacts for Companies in the SOC Group. Strategically direct and account for the development of the DPE Special Programmes Agenda inclusive of the initiation of research and modelling of job creation and transformation instruments for the SOC Group Administratively oversee the provisioning of specialist research and economic modeling services. At a strategic level coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement
prospects within the energy and transport (including aviation) complexes, inclusive of strategies to optimally support government’s strategic objectives and radical economic transformation policy imperatives. Coordinate and oversee the development and implementation of SOC Group pipeline business enhancement strategies and instruments. Coordinate and oversee financial sustainability modeling initiatives for various complex enhancement strategies and initiatives. Coordinate and oversee the initiation of specialist research projects to define business enhancement inhibitors for the Group and develop mitigation strategies/proposals. At a strategic level engage with policy and regulatory institutions to mitigate the impact of identified business inhibitors. Coordinate and manage the provisioning of technical input processes to influence alignment of the regulatory regime impacting on the operations of members in the SOC Group. At a strategic level coordinate and manage processes to develop and maintain Shareholder Compacts to enhance the operations and sustainability of SOCs in the Group. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. At a strategic level coordinate the initiation and delivery of specialist research projects inclusive of cost benefit analysis reviews of proposed business enhancement and transformation initiatives and economic sustainability models for proposed work packages and projects. At a strategic level, direct and account for the development and implementation of the DPE’s job creation policy and instrument frameworks, impact monitoring, evaluation and reporting toolkits and partnerships for the creation of sustainable jobs within the complexes. At a strategic level, direct and account for the development and implementation of skills development and youth empowerment programmes in the complexes. At a strategic level, manage the provisioning of monitoring and early warning services to the Stakeholder on the impact of special programmes initiatives for the complexes. Provide, at a strategic level, technical advisory services to align Shareholder Compacts, to appropriately define the “obligations” of SOCs in the Complex to support government objectives optimally. At a strategic level, direct and account for the development and implementation of specialist research projects to model industrialisation, localisation programmes and instruments to monitor, evaluate and report on the impact of such programmes. Environmental practice alignment, compliance and sustainability programmes for the SOC Group. Provide, at a strategic level, technical advisory services to align Shareholder Compacts, to appropriately define the roles and responsibilities of Companies in the SOC Group to support the identified industrialisation, localisation and environmental alignment programmes. At a strategic level, direct and account for the development, maintenance and implementation of the DPE intergovernmental policy and instruments framework, provisioning of technical support services to the Head of Department and the Minister to effectively partake in relevant intergovernmental structures, analysis of policy developments within the various intergovernmental formations to identify the impact thereof on the SOC Group and provisioning of technical coordination services to develop the DPE response to external policy development initiatives. At a strategic level, direct and account for the coordination of international collaboration initiatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Mobilise technical support of the business support components to implement and maintain prescribed human resource, financial and supply chain management systems within the Branch. Direct, manage and account for the utilisation of the Branch’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Branch. Oversee strategic and annual planning processes for the Branch and ensure compliance with the DPE’s Strategic Planning and Performance Review Agenda. Strategically direct the utilisation of technology in support of the Branch’s business processes. Develop and maintain strategic partnerships in support of Branch’s operations.

ENQUIRIES: Ms Nikiwe Magqwashi, Tel: 012 431 1222
POST 03/67

CHIEF SPECIALIST: TRANSPORT AND AVIATION, REF NO DPE/2018/003
Unit: Business Enhancement, Transformation and Industrialization

SALARY
R1 370 973 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE
Pretoria

REQUIREMENTS
Applicants must be in possession of An Honours degree in Economics or Transport Economics (NQF level 8) as recognized by SAQA accompanied by 8-10 years at a senior managerial level with proven experience in policy development, industrial strategy, financial analysis, business strategy and public private partnerships. A Masters degree will be an added advantage, the incumbent able to demonstrate both strategic and technical competence in this regard. Well-developed communication, report writing, problem-solving and analytical skills. Ability to manage people, resources and projects. An understanding of debates regarding the role of the state in economic development, and of state-owned companies in general and in the logistics industry in particular. Strong understanding of transport sector policies and regulations. Ability to interact with sector stakeholders, both in the public and private sectors, and at highest possible levels. Ability to conduct financial and economic analysis of operations within the transport sector.

DUTIES
Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Transport Operations stream. Develop pipeline business enhancement/expansion strategies and instruments for the Transport Operations stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Transport Operations stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Transport Operations stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Transport Operations stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Transport Operations stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to
enhance business opportunities and infrastructure development Develop Project Charters in line with the DPE’s Project Governance Instruments. Ensure the development of sub-ordinate specialists’ staff members.

ENQUIRIES : Mr Benneth Baloyi, Tel 012 431 1029

POST 03/68 : CHIEF SPECIALST: ENERGY, REF NO DPE/2018/004
Sub stream: Energy Resources

SALARY : R1 370 973 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE REQUIREMENTS : Pretoria
Applicant must be in possession of a postgraduate degree in Economics/Finance/Business Management (NQF level 9) as recognized by SAQA accompanied by with 8-10 years’ experience at management level as well as leadership experience in corporate structure and economic and models in the Energy sector. Candidate must have an understanding of the business of the business economics of different forms of energy generation. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. A clear understanding of the Broadband sector and the associated imperatives. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.

DUTIES : Initiate and direct research projects to define the policy "gaps" affecting the impact for the functioning of SOCs in the Energy Complex. Develop briefing documents for the Shareholder to influence the policy and regulatory regime. Lead consultation processes with policy departments and regulatory bodies at a technical level to ensure the seamless implementation of the energy sector policy regime. Coordinate input processes by various specialist teams in the DPE to identify the Compact alignment requirements for SOCs in the Complex. Coordinate inputs into the development of briefing documents to the Director General, Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with executive management of SOCs to facilitate SOC to SOC collaboration. Lead technical intergovernmental collaboration processes to ensure alignment of compacts with macro-economic and other government policy imperatives. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Monitor, evaluate and report on the impact made by the aligned Compacts. Direct and coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement prospects within the Energy Complex. Co-ordinate the implementation of the Africa Strategy as it relates to the Energy Complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Energy Complex. Oversee the implementation of capital projects and the built programme in the Energy Complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation processes to adopt the identified enhancement models by members of the Complex. Lead and coordinate the development of briefing documents to the Director General, Minister and Cabinet on the implementation of enhancement models for approval. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. At a technical level engage with policy and regulatory institutions to mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Lead multi-disciplinary monitoring and evaluation projects to report on the performance of enhancement packages. Develop performance reports and briefing notes for the Director General, the Minister and Cabinet. Represent the Department at a technical level in research, inter-departmental and industry forums. Develop and present (on
assignment) progress reports to structures of Parliament. Report on the performance of the Energy Complex to EXCO. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialists' staff members.

**ENQUIRIES**

: Ms Dineo Masilo, Tel: 012 431 1026

**POST 03/69**

: SENIOR SPECIALIST: ECONOMIC MODELLING, REF NO DPE/2018/005

Stream: Research and Economic Modelling

**SALARY**

: R1 127 334 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicant must be in possession of a postgraduate degree in Economics or Equivalent Qualification (NQF level 8) as recognized SAQA accompanied by 5 years at a senior management level. Work experience demonstrating analytical abilities and good verbal and written communication skills. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills. Project management experience

**DUTIES**

: Project manage research initiatives to monitor on a continuous basis macro and micro economic changes, monetary policy, regulatory changes, etc. with a view to inform the modelling research agenda. Project manage and oversee research initiatives to develop economic models for the SOC Group taking into account global, macro and micro economic indicators with a view to report on the sustainability of business models of SOCs in the Group inclusive of alignment imperatives and shareholder portfolio optimisation. Provide technical assistance to link macro-economic models to sector (energy, transport, etc.) models. Project manage and oversee modelling research initiatives to inform scenario planning, strategic intent and compact development processes for the Group. In collaboration with SOCs, industry and research institutions define strategies to leverage identified opportunities to enhance the operations of the SOCs in the Complexes. Project manage modelling initiatives to provide the Shareholder with simulation reports on the operating environment of the SOC Complexes thereby also providing early warning services and identifying alignment imperatives. Provide technical assistance to other streams on economic imperatives informing critical alignment needs of the Shareholder Complexes. Project manage research initiatives to develop economic models for business enhancement, pipeline enhancement and transformation initiatives and provide technical advisory services to executive management on the viability and sustainability of such initiatives. In collaboration with SOCs, industry and research institutions define strategies to leverage identified economic and market trends to operationalise proposed business enhancement and transformation initiatives. Project manage research initiatives to provide the Shareholder with economic simulation reports on the sustainability and cost benefit analysis of business enhancement and transformation initiatives. Analyse, from an economic perspective, the business plans submitted by SOCs supporting applications for financial instruments and provide technical advisory services. Project manage specialist research initiatives to model the short, medium and long term outcomes of proposed financial instruments and the shareholder return on investment. Define and report on the economic modelling risks associated to specific financial instruments and develop appropriate risk mitigation proposals in collaboration with other streams. Ensure the implementation of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialists staff members.

**ENQUIRIES**

: Ms Johanna Boya, Tel 012 431 1090
POST 03/70 : CHIEF DIRECTOR: PROJECT MANAGEMENT, REF NO DPE/2018/006
Stream: SOC Project Monitoring and Evaluation

SALARY : R1 127 334 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a postgraduate degree in Economics/Business Science or Equivalent Qualification (NQF level 8) as recognized SAQA accompanied by 5 years at a senior management level. Work experience demonstrating analytical abilities and good verbal and written communication skills. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills. Project management experience

DUTIES : Gap analysis undertaken and quality assessment project process. Identity strategic projects in the SIP programmes. SOC’s investment programme identified and fully utilized. SOC’s supported in the bottle necks. Drive business intelligence on project capacity internally. Key projects identified and prioritized. Priority framework developed, monitored and continuously reviewed and updated. Projects and research done effectively and efficient. Continuous and updated information and feedback. Develop a project planning framework. Rolled-out project plans. Co-investors identified and fully involved. Monitoring programme progress. Constant and accurate feedback. Consultative from established and fully operational. Monitoring performed effectively and efficiently and interventions formulated where needed. Continuous monitoring of implementation of projects. Projects on time, within budget and allocated resources, compliant with policy and regulator.

ENQUIRIES : Ms Dineo Masilo, Tel 012 431 1026

Sub: Office of the Head of Department

SALARY : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a three year tertiary qualification in Public Administration or an equivalent qualification (NQF 7) as required by SAQA, accompanied by at least 5 years’ experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage

DUTIES : Manage and oversee the following functions: development and maintenance of the DPE’s internal governance structures diary. Development and distribution of Agendas for DPE’s Governance Structures. Distribution of minutes and action schedules for DPE’S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE’s governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD’s. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect
other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office’s document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services; and travel and accommodation support to the Head of Department.

ENQUIRIES : Ms Johanna Boya, Tel 012 431 1090

POST 03/72 : SPECIALIST: ECONOMIC MODELLING, REF NO DPE/2018/008
Stream: Research and Economic Modelling

SALARY : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a postgraduate degree in Economics or Equivalent Qualification (NQF level 7) as recognized SAQA accompanied by 5 years at a middle/senior management level. Work experience demonstrating analytical abilities and good verbal and written communication skills. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability, Stakeholder management, Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills. Project management experience.

DUTIES : Monitor on a continuous basis macro and micro economic changes, monetary policy, regulatory changes, etc. with a view to inform the modelling research agenda. Research and develop economic models for the SOC Group taking into account global, macro and micro economic indicators with a view to report on the sustainability of business models of SOCs in the Group inclusive of alignment imperatives and shareholder portfolio optimisation. Provide technical assistance to link macro-economic models to sector (energy, transport, etc.) models. Conduct research to inform scenario planning, strategic intent and compact development processes for the Group. Research and develop models to provide executive management and the Shareholder with simulation reports on the operating environment of the SOC Complexes thereby also providing early warning services and identifying alignment imperatives. Provide technical assistance to other streams on economic imperatives informing critical alignment needs of the Shareholder Compacts. Publish on a continuous basis research papers to alert executive management, other streams and SOC on key economic indicators and trends. Develop economic models for business enhancement, pipeline enhancement and transformation initiatives and provide technical advisory services to executive management on the viability and sustainability of such initiatives. Conduct research to provide the Shareholder with economic simulation reports on the sustainability and cost benefit analysis of business enhancement and transformation initiatives. Analyse, from an economic perspective, the business plans submitted by SOCs supporting applications for financial instruments and provide technical advisory services. Develop models to identify the short, medium and long term outcomes of proposed financial instruments and the shareholder return on investment. Define and report on the economic modelling risks associated to specific financial instruments and develop appropriate risk mitigation proposals in collaboration with other streams.

ENQUIRIES : Ms Johanna Boya, Tel 012 431 1090
POST 03/73

DIRECTOR: SECURITY AND FACILITIES, REF NO DPE/2018/009
Branch: Corporate Management

SALARY: R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree in Security and Facility Management (NQF Level 7) as recognised by SAQA accompanied minimum of 5 years middle/senior managerial level experience in security and Facility Management. Operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES: Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the National Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services, provision of plants, water and the maintenance of the building; inclusive of all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Manage the provisioning of Office space. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Direct the utilisation of technology in support of the Unit’s business processes.

ENQUIRIES: Mr Simon Manganye, Tel 012 431 1012

POST 03/74

SPECIALIST: TRANSPORT OPERATIONS, REF NO DPE/2018/010
Sub Stream: Transport and Defence

SALARY: R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE: Pretoria

REQUIREMENTS: An appropriate post graduate degree in Transport Economics or Transport Logistics or Industrial Engineering (NQF Level 8) as recognised by SAQA accompanied minimum of 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.
DUTIES:
Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact (S). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Transport Operations stream. Develop pipeline business enhancement/expansion strategies and instruments for the Transport Operations stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Transport Operations stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Transport Operations stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Transport Operations stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Transport Operations stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Develop Project Charters in line with the DPE’s Project Governance Instruments. Ensure the development of sub-ordinate specialists staff members.

ENQUIRIES:
Mr Benneth Baloyi, Tel 012 431 1029

POST 03/75:
SPECIALIST: FREIGHT INFRASTRUCTURE, REF NO DPE/2018/011
Sub Stream: Transport and Defence

SALARY:
R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate post graduate degree in Transport Economics or Transport Logistics or Industrial Engineering (NQF Level 8) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.
**DUTIES**

Conduct specialist research projects to define the policy “gaps” affecting the optimal functioning of SOC(s) and affiliates in the Transport Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Transport Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Freight Infrastructure stream. Develop pipeline business enhancement/expansion strategies and instruments for the Freight Infrastructure stream. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Freight Infrastructure stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Freight Infrastructure stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Freight Infrastructure stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Freight Infrastructure stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Develop Project Charters in line with the DPE’s Project Governance Instruments. Ensure the development of sub-ordinate specialists staff members.

**ENQUIRIES**

Mr Benneth Baloyi, Tel 012 431 1029

**POST 03/76**

**DIRECTOR: INTER-GOVERNMENTAL RELATIONS, REF NO DPE/2018/012**

Stream: Inter-Governmental Relations and International Collaboration

**SALARY**

R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicant must be in possession of three year National Diploma/B-degree in Public Management or equivalent qualification, minimum of 5 years’ experience at Middle/Senior Management level, Working Knowledge of Inter-governmental Relations, protocol, treaties, etiquette or at demonstrate potential to learn and apply new knowledge and independently, strategic planning skills. Excellent verbal and written (report writing) communication skills, research and analytic skills. Sound management skills, sound budgeting skills.

**DUTIES**

Manage processes for the development and maintenance of the departmental inter-governmental relations engagement protocol, inter-governmental relations
agenda; and, inventory of key inter-governmental stakeholders. Monitor, evaluate and report on the performance of the DPE inter-governmental relations instruments in accordance to the broader context of government framework. Manage processes and provide support to technical clusters to represent the DPE’s strategic intent in inter-departmental work groups. Manage processes to consolidate technical inputs with a view to prepare and publish, briefing notes, working papers and document packs to enable departmental participation in relevant inter-governmental structures. Analyse relevant IGR resolution documents and reports with a view to register departmental responsibilities, inclusive of identifying issues with a potential impact on the operations of SOCs for actioning by clusters and business units. Monitor progress with the submission of input documents by technical clusters in the Department. Manage the provisioning of early warning services to internal stakeholders and facilitate appropriate departmental representation in inter-governmental workgroups and structures. Manage and coordinate processes to identify inter-governmental collaboration requirements in respect of business enhancement packages. Coordinate and manage processes aimed at the development of collaboration packages with national departments, provincial departments and local municipalities. Facilitate inter-governmental processes to garnish support for the seamless implementation of SOC enhancement programmes. Manage and facilitate the implementation of processes to support SOCs requiring collaboration with governmental structures to implement new programmes/services and/or to resolve blockages affecting operations. Provide technical advisory services to business units on inter-governmental relations requirements and protocols. Manage the provisioning of secretariat services for inter-governmental workgroups lead by the Department. Ensure the development and maintenance of Project Charters to execute operational work. Account for the utilisation of resources allocated for IGR initiatives. Ensure the development of sub-ordinate staff members.

ENQUIRIES: Mr George Malatsi, Tel 012 431 1117

POST 03/77: DIRECTOR: RISK AND INTERGRITY MANAGEMENT, REF NO DPE/2018/013

Specialist Stream: Risk Profiling and Mitigation

SALARY: R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of postgraduate degree in Compliance /Legal /Quality Management/Risk or equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by minimum of 5 years’ experience at middle / senior managerial level in a compliance and risk management role. Knowledge and experience in public sector compliance management will be an added advantage. The candidate must demonstrate strong capabilities in strategic, change, risk, quality and project management as well as the ability to interpret and codify legal statutes. Excellent report writing, communication, presentation, negotiation and problem solving skills as well as the ability to work under pressure and meet deadlines are crucial in the position.

DUTIES: Develop institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies and processes. Monitor and review the effectiveness of DPE’s risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain stakeholder relations and collaborative partnerships. Oversee and account for the development and implementation of DPE’s Risk Management Plan. Evaluate and define the macro internal and external (organizational) context of DPE’s operations. Provide technical assistance to business units to comply with risk management imperatives by-establishing and defining the external context. Establishing and defining the internal context. Applying methodologies of the risk assessment. Defining risk criteria. Defining and prioritizing the external risks. Defining and prioritizing the internal risks. Establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a
consolidated enterprise Risk Register for DPE to inter alia inform internal audit processes. Oversee and direct the development of a fraud prevention and anti-corruption policy framework, policy and instruments. Coordinate the provisioning of technical support to line managers to implement appropriate fraud prevention and anti-corruption measures. Develop and implement a departmental system to appropriately manage issues of a conflict of interest. Coordinate investigations related to fraud and corruption and report thereon. Analyse statistical data with a view to identify trends with a view to input into risk management processes and to provide early warning to executive management on the need to strengthen internal control measures. Oversee the development and implementation of DPE’s Code of Ethics. Monitor, evaluate and report on the impact of DPE’s fraud prevention and anti-corruption instruments. Develop fraud prevention and anti-corruption policy framework, strategy and instruments. Provide technical support to line managers in the implementation of business enhancement and transformation projects. Analyse statistical data to identify trends with a view to input into risk management processes and to provide early warning to executive management on the need to strengthen governance assurance instruments. Identify and manage the financial, human and equipment resources of the Unit required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Unit as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Unit in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Unit. Oversee strategic and annual planning processes for the Unit. Direct the utilisation of technology in support of the Unit’s business processes.

ENQUIRIES: Ms Johanna Boya, Tel 012 431 1090

POST 03/78: DIRECTOR: INFORMATION TECHNOLOGY, REF NO DPE/2018/014 Branch: Corporate Management

SALARY: R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE: Pretoria

REQUIREMENTS: Degree in Computer Science/ Business and Information management (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management) Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.

DUTIES: Align the Department’s information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and
strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

ENQUIRIES : Ms Dineo Masilo, Tel 012 431 1026
POST 03/79 : SPECIALIST LEGAL ASSURANCE (2 POSTS) REF NO DPE/2018/ 015
Specialist Stream: Governance and Legal Assurance

SALARY : R948 174 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate LLB degree (NQF Level 7) as recognized by SAQA accompanied by minimum of 5 years’ experience at middle / senior managerial level. As a member of the Legal team, assist the business units on the legal aspects of transactions, ensuring that a particular action, situation, initiative and/or investment by the State Owned Companies does not have an adverse reputational or other negative consequences for the State Owned Companies and the Department. Business acumen to develop short and long term strategies. Demonstrate commercial and financial expertise. Ability to use methodical problem solving approach as a foundation for effective decision making taking into account importance, urgency and risk. Delivery and translation of business objectives into practical and organized action plans to ensure successful implementation of such plans. Ability to be part of a team, communicate ideas, information and business objectives effectively and persuasively resulting in desired actions and outcomes. Ability to promote collaboration and learning within and across business boundaries to achieve stakeholder satisfaction. Ability to work under pressure and meet deadlines. Legislative understanding and Knowledge of various legislation including but not limited to Public Finance Management Act, 1999, Companies Act, 2008, Environmental laws and the Constitution, 1996

DUTIES : Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance. Provide oversight and direction to corporate and operational areas, regarding regulatory compliance requirements, including analysing policies, laws and regulations to determine compliance requirements. Provide guidance and direction to business units to ensure complies to/ensure the department is in compliance with all applicable laws and regulations. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, Contracts, etc.).Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Provide legal advice and recommendation to line management to minimise and mitigate foreseeable lawsuits. Support divisions by seeking a clear mandate and ensure legal representation through the State Attorney’s Office (including proceeding oversight) in court proceedings and present the Accounting Officer/Executive Authority with relevant facts and suggest solutions/approach. Oversee the provisioning of specialist legal advisory services and opinions. Develop and maintain a system to ensure efficient records storage for reference and auditing purposes. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of
the Directorate’s human resources. Based on operational imperatives re-prioritise
the allocation of resources within the Directorate. Manage strategic, annual- and
work planning as well as reporting processes for the Directorate and ensure
compliance with DEDEAT’s Strategic Planning and Performance Review Agenda.
Direct the utilisation of technology in support of the Directorate’s business
processes.

ENQUIRIES
Ms Johanna Boya, Tel 012 431 1090

OTHER POSTS

POST 03/80
SENIOR ANALYST ENVIRONMENTAL, REF NO DPE/2018/016
Stream: Industrialization and Localization

SALARY
R657 558 per annum (all-inclusive remuneration package consisting of a basic
salary of 70% and a 30% flexible portion that can be structured according to
individual.

CENTRE
Pretoria

APPLICATIONS
Applicants must be in possession of undergraduate qualification in Environmental
Management or Equivalent qualification (NQF Level 7) as recognized by SAQA
accompanied by at least 2 to 3 years’ experience in environmental issues and
knowledge of the public sector and the legislative environment within which the
State Owned Companies (SOC) operate. Computer skills, communication skills,
Coordination skills, Report writing skills, Interpersonal skills, Organising skills,
Problem solving and analysis. National Environmental Management Act (NEMA),
Associated Acts under NEMA, National Climate Change Response White Paper,
Public Finance Management Act. Good track record and relevant experience in
research and analysis and an understanding of environmental issues associated
with SOC that fall within the mandate of the DPE. Innovation and creativity; Risk
management, Ability to work independently, as well as in a team within a multi-
dimensional environment, strong negotiation skills. Excellent interpersonal,
organizational, planning skills; Ability to work under pressure over extended
periods to meet tight deadlines. Expected to travel as and when required.

DUTIES
unpack the data and information requirements for research projects and develop
a supporting specification/inventory. Define the data and information sources.
Access on-line sources and extract the requisite data or information. Liaise with
SOCs in the cluster to source the requisite data and information. Liaise with
research institutions to source the requisite data and information. Liaise with policy
and other Departments in the cluster to source the requisite data and information.
Develop a repository, per assigned project, of all data and information products.
Perform quality assurance and reliability testing on data and information received.
Define data and information “gaps” and initiate processes to secure such
data/information or escalate to Project Leader. In conjunction Project Leaders and
Specialists define data and information set requirements. Develop specifications
for databases to support research initiatives. Develop databases/secure technical
assistance for the development of complex databases. Oversee data capturing
procedures and qualify assure datasets. Generate initial findings and statistical
reports for assessment by Specialist and align according to needs requirements.
Apply a variety of quantitative and qualitative analytical methods, such as cost-
benefit, business case, and risk-sensitivity analyses methodologies. Interpret
complex analyses findings into understandable reports. Present and explain
projections and findings to Specialists or Project Teams.

ENQUIRIES
Ms Johanna Boya, Tel 012 431 1090

POST 03/81
SENIOR ANALYST: FUNDING, REF NO DPE/2018/017
Specialist Stream: Financial Assessment and Investment

SALARY
R657 558 per annum (all-inclusive remuneration package consisting of a basic
salary of 70% and a 30% flexible portion that can be structured according to
individual.

CENTRE
Pretoria

APPLICATIONS
Applications in possession of degree in Finance/ Economics /Business Science
(NQF Level 7) as recognised by SAQA accompanied by at least 2 to 3 years'
experience in finance environment in one of these areas: corporate finance, structured finance, project finance, investment banking or treasury. Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

**DUTIES:**
Collect and tabulate data informing processes to monitor, evaluate and report on the performance of funding instruments approved for SOCs in the DPE Group. Provide analytical support services to Specialists to analyse major financial transactions to be entered into by SOCs requiring endorsement by the Shareholder. Provide analytical support services to Specialists to analyse applications for the approval of funding instruments and coordinate processes for the approval thereof/issuing of state guarantees by National Treasury. Collect funding performance data from SOCs. Perform reliability tests on funding data received from SOCs. Based on the outcome indicators for the review project develop dataset specifications and develop the database accordingly. Supervise capturing procedures and quality assure the reliability of the database. Perform data manipulation procedures. Generate performance reports. Develop dataset specifications and develop the database accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports.

**ENQUIRIES:**
Ms Dineo Masilo, Tel 012 431 1026

**POST 03/82:**
**DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT, REF NO DPE/2018/018**
Unit: Human Resources Management

**SALARY:**
R657 558 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

**CENTRE:**
Pretoria

**REQUIREMENTS:**
Applicant must be in possession of a relevant Bachelor’s Degree in Industrial Psychology or HR and Post Graduate degree in Organisational Development. 3-5 years’ experience in Human Resources and organizational development, Business process management, understanding and knowledge experience of Job Evaluation, Performance Management government processes and relevant legislation and policies with specific reference to the Public Service Act, Regulations and PSCBC Resolutions and prescripts. Research and analytical skills. Ability to work independently and as team member. Ability to work under pressure excellent verbal and written communication and strong negotiation skills, ability to interact effectively with stakeholders at different departmental levels.

**DUTIES:**
Supervise and conduct HR policy analysis processes aimed at identifying legislative and regulatory imperatives, implementation, compliance and efficacy. Analyse OD monitoring information to produce personnel review and evaluation reports guiding management planning and policy decision-making processes. Scan the public service policy framework on a weekly basis and alert management accordingly/identify institutional needs/align departmental practices. Develop, maintain and facilitate the adoption of departmental organisational development and job grading policies and instruments aimed at the delivery of a highly professional support service to stakeholders. Provide technical advice on the alignment of the organisational structure with the mandate and strategy of the department. Provide consulting services to map operational and services delivery processes and activities with a view to identify alternative and cost-effective solutions for the delivery of services. Design organisational and structural model(s) optimally supporting delivery on the department’s strategic objectives. Analyse the
departments Strategic Plan and develops proposals for an appropriate organisational and post establishment structure. The coordination and facilitation of Job description, job evaluation and job profiling. Develop job descriptions and ensure that job evaluation is conducted as required. Conduct functional analysis of the mandates of the department and applies best management systems to define departmental roles and responsibilities. Recommend allocation of posts and the total number of posts on the establishment of the department. Facilitate and enable prescribed and other consultation processes for the adoption of proposed changes to the organisational structure. Maintain the paper based and electronic record of the departments approved organisational and post establishment structure. Develop and maintain the department's policy framework on Job Descriptions and Job Evaluation. Administer the central inventory of Job Descriptions and ensure the updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Develop and maintain the Department's Annual Job Evaluation Plan. Assign job evaluation tasks to Job Analysts and conduct job evaluations for more complex posts. Conduct research on the content of posts allocated for evaluation. Plan job evaluation process and identify interviewees for the analysis of posts allocated (prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and base on research and content of completed questionnaire develop an interview strategy. Conduct job evaluation interviews. Develop submission to the Executing Authority to obtain approval for the recommendations of the DJEP. Assist with the identification and initiation of change processes within the department. Design and implement change management strategies, frameworks, methods and implementation plans. Facilitate acceptance and buy-in for change initiatives. Interventions and programmes by all stakeholders. Implement the management of identified change areas and priorities within the department and builds the capacity of line managers to implement strategic changes in their respective functional areas. Assist in the establishment of change management structure and builds the capacity of designated change agents.

ENQUIRIES : Mr Benneth Baloyi, Tel 012 431 1029

POST 03/83 : ANALYST TRANSPORT, REF NO DPE/2018/019
Substream: Transport and Defence

SALARY : R334 545 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Degree in Transport Management, Economics and Information Technology. At least 2-3 years working experience. Understanding of the Public Finance Management Act, Companies Act and King III report. Experience in project management and budget management. Strong leadership, strategic thinking, problem-solving, strong negotiation, analytical and well developed verbal and written communication skills with good interpersonal skills. Ability to work in a team. Highly proficient in the use of Microsoft Excel, Word and PowerPoint. Ability to work long hours and under pressure.

DUTIES : Facilitate meetings and workshops with stakeholders. Research on topics supporting the government objectives. Ensure alignment between the Strategic Intent Statement and the MTSF. Liaise with SOCs to source the requisite data and information. Prepare a memorandum to the Minister with recommendations. In conjunction with Project Leaders and Specialists define the Key Performance Areas and identify Key Performance Areas. Assess the key performance areas of the SOC business operations. Review the business performance for the prior year. Facilitate meetings, workshops for the negotiation processes between the Department and the SOC. Develop an annual plan for the Shareholder Compact negotiation process. Prepare a decision memorandum to the Minister in recommendation for the approval of the Shareholder's Compact. Assess the operational performance of Transport Enterprises. Provide inputs / assessments into quarterly and annual report of Transport Enterprises in relation to Strategy and operations of the entities. Determine the various operational plan and annual plan targets for the Transport Enterprises for alignment with Government imperatives. Evaluate the Corporate Plans of the Transport Enterprises including their investment strategy and future operational plans. Provide operational and
infrastructure inputs within meetings, workshops, seminars etc. Attendance of project steering committees. Ensure that project milestone are achieved timeously and within the projected budget. Report to project updates including challenges that needs the Departmental intervention. Manage the relationship between the SOC and other national Departments involved in the project. Track project performance, specifically to analyse the successful completion of short and long term goals. Provide support on the review and implementation of policies, strategies and legislation. Liaise with SOCs in the cluster to source the requisite data and information. Liaise with policy and other Departments in the cluster to source the requisite data and information. Generate initial findings and statistical reports for assessment by Specialist and align according to needs requirements. Monitoring and evaluation of the implementation of MTSF deliverables. Provide operational assessments of PFMA applications.

ENQUIRIES: Mr Benneth Baloyi, Tel 012 431 1029

POST 03/84: PROJECT ASSISTANT, FINANCIAL ASSURANCE, REF NO DPE/2018/020
Specialist Stream: Financial Assessment and Investment

SALARY: R281 418 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicant must be in possession of three year degree in Business/Project administration/Management or an equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 2 to 3 years relevant experience in administrative, data capturing and minutes taking, understanding of project processes. Financial experience in Budget Administration will be an added advantage. Integrity and discretion in dealing with secret and confidential matters. Excellent communication (verbal and written) skills. Interpersonal skills. Excellent computer literacy. Delivery and solutions orientated. Excellent planning, coordination and reporting skills. Flexibility and ability to work well under pressure. Ability to adhere to timeous responses and deadlines as well as be punctual.

DUTIES: Logistics. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Secretarial, Agenda development & distribution. Minute taking, preparation & distribution maintain. Assist with stakeholder engagement to obtain information and address issues of relevance to the Unit or Department. Assist with inter-departmental communications and engagements regarding issues / information related to the Unit or Department. Develop and maintain/update stakeholder database. Follow up on implementation of actions emanating from stakeholder and inter-departmental engagements and report thereon. Implement specific actions allocated to DPE. Study and review the relevant policy documents (IPAP, NDP, NCP, etc.) pertaining to the activities of the Unit to guide the activities of the Unit. Assist in drafting proposals, concept notes, TOR, etc. on specific areas of interest to the Unit for analysis. Assist in conducting studies (research and analysis) on sectors or areas of relevance to the Unit. Assess and provide inputs on the technical aspects of relevance to the Unit. Assist with monitoring and evaluation of the activities of the Unit to provide progress reports to the DG and Minister. Provide inputs in the assessment of the Corporate Plan and other reports of the SOC when requested. Collect data and inputs from SOC for briefing papers on their activities of relevance to the Unit. Draft submissions and monitor progress with approval. Co-ordinate budget according to projects of the Unit. Ensure that invoices are paid for services provided. Facilitate planning processes for the Unit. Develop quarterly reports for the Unit. Co-ordinate Portfolio of Evidence for the Unit. Arrange travel process, travel forms and claims. Maintain records of the Unit.

ENQUIRIES: Ms Dineo Masilo, Tel 012 431 1026

POST 03/85: SUPPLY CHAIN OFFICER REFERENCE NO DPE/2018/021
Unit: Corporate Management

SALARY: R226 611 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicant must be in possession of an appropriate tertiary qualification in Finance, Public Management, Logistics and Supply Chain Management (NQF Level 6) as
recognized by SAQA. Must have completed Logistical Information System level 1 course. At least 2-3 years relevant working experience in Supply Chain Management, with working experience of LOGIS and BAS. Experience on INTENDA system will be an added advantage. In-depth knowledge of PFMA, PPPFA, Treasury Regulations, B-BBEE and other related prescripts. Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, ability to work in accordance with and interpret policies. Fully computer literate.

**DUTIES**


**ENQUIRIES**

Ms Nikiwe Magqwashu, Tel 012 431 1222

**POST 03/86**

**RECEPTIONIST/ADMIN ASSISTANT REF NO DPE/2018/022**

Unit: Corporate Management

**SALARY**

R152 862 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

- Applicant must be in possession of senior certificate, grade 12. Excellent communication (verbal and written) skills. Interpersonal skills. Excellent computer literacy. Delivery and solutions orientated. Flexibility and ability to work well under pressure. Ability to adhere to timeous responses and deadlines as well as be punctual.

**DUTIES**

- Receive telephone calls and refer the calls to the correct persons. Receive and direct visitors to the relevant officials. Take messages and forward to the relevant official. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Maintain the reception area in a neat condition. Liaise with Security personnel to receive and direct visitors to the Office of the Minister / Deputy Minister. Receive and record documents/correspondence delivered to the Department. Maintain confidentiality of documents. Ensure that the documents/correspondence is handed to the relevant official/s. Render typing services. Render filing and document management services. Prepare draft letters of a routine nature. Check documents and compile schedules as directed. Check documents and capture data on various systems.

**ENQUIRIES**

Mr Simon Manganye, Tel 012 431 1012
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 02 February 2018 at 16:00

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Applications must be submitted by clicking on the link to apply for the post above. http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 03/87 : DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT (REF: 3/2/1/2018/013)
Directorate: Rural Infrastructure Development

SALARY : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : North West (Mafikeng)


DUTIES : Facilitate economic and ICT infrastructure development. Facilitate social infrastructure, public amenities and facilities development. Facilitate the process of resource planning and mobilisation. Coordinate stakeholders and provincial departments of the CRDP infrastructure component. Facilitate alignment of budgets for infrastructure development. Manage all rural infrastructure projects and related issues at provincial level. Represent the Department at all required fora to facilitate infrastructure development.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

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

**POST 03/88**

**DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT (REF: 3/2/1/2018/014)**

Directorate: Rural Infrastructure Development

**SALARY**

R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

**CENTRE**

Northern Cape (Kimberley)

**REQUIREMENTS**


**DUTIES**

Facilitate economic and ICT infrastructure development. Facilitate social infrastructure, public amenities and facilities development. Facilitate the process of resource planning and mobilisation. Coordinate stakeholders and provincial departments of the CRDP infrastructure component. Facilitate alignment of budgets for infrastructure development. Manage all rural infrastructure projects and related issues at provincial level. Represent the Department at all required fora to facilitate infrastructure development.

**APPLICATIONS**

The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

**NOTE**

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

**OTHER POSTS**

**POST 03/89**

**DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALIZATION (REF: 3/2/1/2018/012)**

Directorate: Strategic Land Acquisition

**SALARY**

R779 295 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**

Eastern Cape (Amathole District)

**REQUIREMENTS**

Bachelor’s Degree or National Diploma in Social Science or Economics or equivalent qualification. 3-5 years relevant experience at management level. Knowledge of the following: Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants) Act, Agrarian transformation as well as key priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalization and Development Programmes, Relevant prescripts pertaining to Land Reform and Distribution. Related skills: People management, Strategic thinking, Writing and communication, Strategic management skills. A valid driver’s license (code 08).
DUTIES: Manage the provision of Land Acquisition and warehousing services. Development of regional strategy. Use PLAS to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between SP and the beneficiaries. Provide District land acquisition services. Manage the implementation of redistribution programmes. Manage the implementation of Land Acquisition and Development services. Manage the identification and selection of potential Recapitalization projects. Conduct the analysis and selection of CRDP projects based on Agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of business plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Lease and Disposals Policy. Implement recapitalization project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalization business plans. Liaise with relevant stakeholders regarding recapitalization projects. Work together with commercial agriculture and private farming section to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and "contracting-out". Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic support to the black emerging farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalization projects. Manage human, financial and other resources of the Sub-Directorate. Manage and supervise Human Resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE: Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 03/90: PROFessional ENGINEER (CIVIL) (REF: 3/2/1/2018/011)
Directorate: Rural Infrastructure Development

SALARY: R637 875 per annum (The salary is in accordance with the OSD)

CENTRE: Eastern Cape

REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng). Compulsory registration with ECSA as a Professional Engineer. 3 years post qualification engineering experience. Knowledge of the following: Programme and Project Management, Engineering design and analysis, Research and Development, Computer aided engineering applications, legal compliance, technical support writing, create high performance culture, professional judgement, networking. Related skills: Decision making, Team leadership, Analytical, creativity, Self management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Conflict management, Problem solving and analysis, People management. A Valid driver's license (code 08).

DUTIES: Design new system to solve engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design
by others are done according to sound engineering principles and according to norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on engineering related matters.

**APPLICATIONS**

The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

**NOTE**

African, Coloured, Indian and White males and females and people with disabilities are encouraged to apply. This is a re-advertisement, applicants who applied previously must re-apply.

**POST 03/91**

**PROJECT COORDINATOR: RECAPITALIZATION (REF: 3/2/1/2018/008)**

Directorate: Strategic Land Acquisition

**SALARY**

R417 552 per annum (Level 10)

**CENTRE**

Eastern Cape (Chris Hani District)

**REQUIREMENTS**

Bachelor's Degree/National Diploma in Agricultural studies or equivalent qualification. Post Graduate degree in Agriculture will be an added advantage. 3-5 years' relevant experience. Knowledge of the following: Departments policies, prescripts and practice pertaining to CRDP and RADP, Land Reform policies and other related legislations, Understanding of various commodities e.g. Livestock, crop, sugar cane, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development plan, National Growth plan etc, Corporate Governance. Related skills: Project management, Conflict management, Agricultural development, Stakeholder mobilization, analytical, Financial management, Report writing and Computer literacy. A valid driver's license (code 08). An initiative self-driven individual willing to travel and/or work irregular hours.

**DUTIES**

Monitor and report on mechanisms of RADP projects in line with Government priorities. Ensure the identification of farms in distress acquired since 1994 across all Land Reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding of implementation of projects. Facilitate the appraisal of business plans for Recapitalization and Development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of Recapitalization and Development programme (RADP) related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarize them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance provincial priorities. Identification and mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

**APPLICATIONS**

The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

**NOTE**

Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
**POST 03/92**

**PROJECT COORDINATOR: PROPERTY LEASES (REF: 3/2/1/2018/005)**

**Directorate:** Property Management

**SALARY:** R417 552 per annum (Level 10)

**CENTRE:** Gauteng (Pretoria)

**REQUIREMENTS:** Bachelor’s Degree or National Diploma in Real Estate/ Property Management/ Bachelor’s Degree in Law or any Degree or Diploma coupled with 3 years' experience at Senior Project Officer/ Senior Admin Officer level in Property Management field in the Public Service. 3-5 years supervisory experience in state land administration or property management. Knowledge of the following: Legislation governing state land, Understanding of state land administration, Understanding of the value-added development of communities, Project management, Public Service Regulations. Related skills: Planning and organizing, Training and development, Analytical and research, Report writing, Presentation and facilitation, Computer literacy. A valid driver’s license (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.

**DUTIES:** Finalise and sign leases and caretaker agreements. Provide support to the districts in the administration of contracts (leases and caretaker agreements). Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Maintain proper usage and maintenance of warehouse and leased assets. Manage auditing process on leases and support districts on leases information management.

**APPLICATIONS:** The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above [http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx](http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx)

**NOTE:** Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

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**POST 03/93**

**PROJECT COORDINATOR: PROPERTY LEASES (REF: 3/2/1/2018/006)**

**Directorate:** Property Management

**SALARY:** R417 552 per annum (Level 10)

**CENTRE:** Mpumalanga (Nelspruit)

**REQUIREMENTS:** Bachelor’s degree/National Diploma in Real Estate/Property Management or Bachelor’s Degree in Law or equivalent qualification. 3-5 years supervisory experience in state land administration or property management. Knowledge of legislation governing state land Understanding state land administration. Understanding of the value-added development of communities. Knowledge of project management, Knowledge of Public Service Regulations. Related skills: Planning and organizing, Training and development, Analytical and research, Report writing, Presentation and facilitation, Computer literacy. A valid driver’s licence (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.

**DUTIES:** Finalise and sign leases and caretaker agreements. Provide support to the districts in the administration of contracts (leases and caretaker agreements). Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Maintain proper usage and maintenance of warehouse and leased assets. Manage auditing process on leases and support districts on leases information management.

**APPLICATIONS:** The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above [http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx](http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx)

**NOTE:** Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

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**POST 03/94**

**ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION (REF: 3/2/1/2018/009)**

**Directorate:** Social Organisational and Youth Development

**SALARY:** R334 545 per annum (Level 9)

**CENTRE:** Eastern Cape (Sarah Baartman District)
REQUIREMENTS: Degree or National Diploma in Business Management/Community Development/Child and Youth Development/Project Management. 3-5 years working experience in the Youth Development field. Knowledge of the following: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Related skills: Planning and Organizing, Financial management, Decision making, Communication and interpersonal, Computer literacy, Skills Development, Youth Development. A valid driver’s licence (code 08).

DUTIES: Manage the recruitment and the management of youth enrolled in the Narysec Programme within the District Municipality. Engage local stakeholders including mayors and traditional leaders regarding the planned Narysec recruitment and targets. Manage recruitment process in the District in consultation with Narysec Director. Chair interviews and keep minutes. Develop and arrange orientation programme. Manage and monitor attendance of Narysec programme activities by the youth and compile reports. Establish District youth committees and ensure they remain functional. Facilitate and coordinate logistics for youth Narysec activities and events. Manage payment of monthly stipends and allowances to the youth. Prepare and submit monthly reports on Narysec activities. Manage the performance of community services by the youth within the District Municipality. Negotiate and secure places where youth will perform community service. Manage and monitor performance of community service. Compile monitoring tool reports for community service. Coordinate and facilitate skills development of the Narysec youth within the District Municipality. Facilitate and coordinate career guidance sessions through Deputy Director: Skills. Coordinate youth to attend skills training. Monitor attendance of training sessions. Manage compilation of top-up allowance payments for youth at Colleges. Compile monitoring tool reports for youth at Colleges. Manage and support exit opportunities for Narysec youth. Identify exit opportunities for youth. Manage and facilitate exit opportunities programme within the district municipality. Facilitate and coordinate the establishment of cooperatives and the support for the existing ones. Manage youth information within the district municipality. Manage database of all youth recruited into Narysec within the district municipality. Ensure that information on each youth is updated periodically as the youth go through different Narysec phases. Manage and sign monthly payroll for the youth and distribution of payslips. Keep master list for the district municipality. Compile monthly reports.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx.

NOTE: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 03/95: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF: 3/2/1/2018/010)

SALARY: R334 545 per annum (Level 9)

CENTRE: North West (Mafikeng)

REQUIREMENTS: Bachelor’s Degree in Social Work/ Psychology. Registered with recognised Professional Council. 3 years supervisory experience as Health and Wellness Coordinator or a Social Worker / Psychologist in the EHWP field. Knowledge of the following: EHWP Legislation, Procedures and Strategic Framework, Implementation of Employee Health and Wellness Programmes including includes HIV and AIDS and TB Management. Related skills: Computer literacy, Interpersonal and facilitation, Counselling, Communication, Problem solving and conflict resolution, Report writing, Project management. A valid driver’s license (code 08). Ability to work in a team.

DUTIES: Coordinate, implement and market employee health and wellness and HIV and AIDS programmes for all Provincial employees. Screened/ facilitated referrals within the following time frames: Normal cases – within 48 hours of receipt, Crises/ trauma/ diffusion cases within the 24 hours, Copy of feedback report submitted to the referring agent within 3 days of receipt. Three (3) marketing presentations
made to staff and management per quarter. Conduct employee’s need assessment and analysis for redress. Submit needs analysis reports and minutes per office. Implement life skills/ educational programme which includes: Personal finance, Management, Management of absenteeism, Substance abuse, Stress and change management. Needs analysis reports and minutes per office. 2 life skills programs implemented according to identified trends per quarter. 3 health and wellness services/ events per quarter. 1 management/ supervisory training workshop per quarter: 2, 3 and 4. 1 retirement planning workshop per quarter: 2, 3 and 4. 1 Support session for interns per quarter: 2, 3 and 4. Conduct health promotion programmes which includes HIV and AIDS and TB management, voluntary counseling and testing and management of chronic illness. Two (2) HIV and AIDS awareness and education presentations/ campaigns per quarter. Reports on HIV and AIDS VCT. Availability of condoms (checklist). Attendance registers. Analyzed evaluation forms within 5 days after each event. External stakeholders’ reports within 3 weeks. 20% participation achieved per quarter. Monthly reports (quantitative and qualitative). Support and manage provincial EWP committees. Established committees according EAPA standards and terms of reference. One meeting (and Plenary sessions per need) per quarter. Minutes. Attendance registers. Analyzed evaluation forms within 5 days after each event. External stakeholders’ reports within 3 weeks. 20% participation achieved per quarter. Monthly reports (quantitative and qualitative).

APPLICATIONS

The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE

African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 03/96

OFFICE ASSISTANT (REF: 3/2/1/2018/003)
Office of the Surveyor General

SALARY

R226 611 per annum (Level 7)

CENTRE

Gauteng (Pretoria)

REQUIREMENTS

Matric plus 2 years post school qualification in Public Administration/Business Administration/Office Management and Technology. 1 year experience in rendering secretarial and support services to management. Knowledge of Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Related skills: Good interpersonal, Communication (written and verbal), Organisational and planning, Good reporting, Computer literacy, Good interpersonal relation. Ability to take initiatives and work independently.

DUTIES

Render the administration, secretarial and support services. Ensure the effective flow of information and documentation to and from the office of the Surveyor General. Ensure the safekeeping of all documentation in the office of the Surveyor General in line with relevant legislation and policies. Provide administrative support services for the office of the Surveyor General. Prepare and submit S&T claims. Remain abreast of procedures and processes applicable in the office of the Surveyor General. Attend to all logistical arrangements for the Office. Arrange traveling and accommodation for the Surveyor General. Prepare the venue for workshops and meetings for the component and other logistical arrangements. Process all incoming and outgoing correspondences. Priorities issues for the Surveyor General. Respond to enquiries received from internal and external stakeholders. Manage the diary for the Office. Handle the procurement of office equipment, stationery and refreshments for the Surveyor General. Manage the filing of documents for the Surveyor General. Draft memos, letters and reports. Obtain inputs, collates and compiles progress reports, monthly reports and technical reports for the Surveyor General. Draft documents as required. Record minutes / decisions from meetings and communicates with relevant role players. Create and maintain a filing system of the Surveyor General.

APPLICATIONS

The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be
submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE: African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.

POST 03/97: SECRETARY (REF: 3/2/1/2018/004)
Directorate: Quality Assurance and Administration

SALARY: R183 558 per annum (Level 6)
CENTRE: North West (Mmabatho)
REQUIREMENTS: Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Good telephone etiquette. Sound organisational skills. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

DUTIES: Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment eg fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Process all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 03/98: HUMAN RESOURCE OFFICER (REF: 3/2/1/2018/001)
Office of the Surveyor General

SALARY: R152 862 per annum (Level 5)
CENTRE: Gauteng (Pretoria)

who retires. Check pending of files as per closing date/supplementary runs and do follow up with staff members/National Office. Inform all staff of availability of pay slips. Attend to queries, solve and give feedback.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above

http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE: African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.

POST 03/99: OPERATOR (REF: 3/2/1/2018/002)
Office of the Surveyor General

SALARY: R152 862 per annum (Level 5)
CENTRE: Gauteng (Pretoria)

DUTIES: Take responsibility for the printing room and all its contents. Switch off electronic equipment and lights at the end of each business day. Check the functionality of the copier machines. Check that the filing equipment is in good working condition. Produce ammonia/photocopy prints of geo-spatial and other mapping products, cadastral information and other documents. File cadastral documents. Search for missing cadastral documents on supervisor order. Ensure that documents are filled in correct order. Reproduce approved cadastral documents at true scale for certification and registration purposes. Replace worn out hanging strips and repair damaged documents. Operate printers, scanners and photocopy machines. Reproduce all needed cadastral documents. Monitor service and replacements dates and report defective machines. Keep daily production figures and submit monthly production report. Report equipment problems within one day detection.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above

http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE: Indian and White males and African, Coloured, Indian and White females and persons with disabilities are encouraged to apply.

POST 03/100: MESSENGER/DRIVER (REF: 3/2/1/2018/007)
Directorate: Quality Assurance and Administration

SALARY: R127 851 per annum (Level 4)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS: Grade 10 or equivalent ABET Qualification and a valid driver’s licence (code 8). 7-12 months experience. Knowledge of the following: City (ies) in which the function will be performed, Prescripts for the utilisation of the motor vehicle. Related skills: Organising, Good communication and interpersonal, Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES: Collect and deliver mail from and to offices within the Department daily. Deliver and collect documents and packages from and to other Departments and outside organisations when required. Deliver and collect office equipment to venues. Collect and deliver all payslips/claims/advances/documents monthly. Any other relevant work allocated from time to time.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above

http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE: Coloured, Indian and White males and Indian females and persons with disabilities are encouraged to apply.
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS
The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretonius Street

FOR ATTENTION
Ms E Steenkamp

CLOSING DATE
02 February 2018

NOTE
Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your

MANAGEMENT ECHELON

POST 03/101

DIRECTOR: WOMEN EMPOWERMENT AND GENDER FOCAL POINT REF NO. A1/A/2018

Chief Directorate: Gender

SALARY
R948 174. per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE
HSRC Building, Pretoria

REQUIREMENTS

DUTIES
Develop policy on gender issues. Influence the development of the departmental policies in respect of gender issues. Monitor the implementation of policy, both at national and provincial spheres. Develop plans to assist various directorates of the
Department to comply with the National and International obligations on gender. Support the National Gender Machinery in the compilation of country reports and where necessary to assist in representing the South African Government and International gender fora as appropriate. Compile regular reports for various gender stakeholders and organs of Government on the activities of the Gender Focal Point. Commission research and develop appropriate research proposals on gender issues. Develop or procure appropriate training on gender issues for national and provincial Departments in collaboration with the Directorate: HRD and Performance Management. Develop and/or facilitate the development of, the gender machinery (institutional arrangement) of the Department of Social Development at national and provincial level in order to ensure implementation of South Africa’s National Policy Framework for Women’s Empowerment and Equality. Manage the human, financial and material resources of the Gender Focal Point.

ENQUIRIES : Ms D Moema, Tel: (012) 312-7394
NOTE : In terms of the Chief Directorate’s employment equity targets, African males and persons with disabilities are encouraged to apply.

POST 03/102 : DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. A1/B/2018
Chief Directorate: Human Capital Management

SALARY : R948 174. per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured into the applicable rules.

CENTRE : HSRC Building, Pretoria


DUTIES : Efficient management of the Directorate: Human Resource Management. Manage recruitment, selection, appointment, transfer and promotions. Facilitate the review, development and implementation of delegations in terms of the Public Service Act and Public Service Regulations and Departmental policies with regard to human resource management. Manage compensation, conditions of service of employees and human resource personnel records. Manage employee health and wellness programmes. Manage conflict of interest, including financial disclosures of employees and applications for external remunerative work.

ENQUIRIES : Mr D Chinappan, Tel: (012) 312-7504
NOTE : In terms of the Chief Directorate’s employment equity targets, African males and females, Coloured females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 03/103 : DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY DEVELOPMENT (RPD) REF NO. A1/C/2018
Directorate: Institutional Support and Capacity Development (RPD)

SALARY : R657 558 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured into the applicable rules.
CENTRE : HSRC Building, Pretoria

DUTIES : Manage the disability rights information portal. Develop user-friendly information on disability rights in general and disability services in the public sector in particular. Serve as content manager to promote disability rights on social media platforms. Support disability rights awareness month activities.

ENQUIRIES : Ms L Pretorius, Tel: 012 312 7051
NOTE : In terms of the Chief Directorate’s employment equity target, African males as well as persons with disabilities are encouraged to apply.

POST 03/104 : SOCIAL WORK POLICY DEVELOPER: FOSTER CARE REF NO. A1/D/2018
Directorate: Child Protection

SALARY : R323 178 – R516 279 per annum (Salary will commensurate with appropriate experience)
CENTRE : HSRC Building, Pretoria

DUTIES : Develop costed evidence-based and maintain foster care policies, legislation and procedures. Monitor the implementation of legislation, policies and procedures to determine and promote compliance with the prescripts. Interpret and analyse legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures as well as develop new costed policies and procedures where required. Coordinate and conduct training on legislation, policies and procedures. Develop implementation of programs to implement the foster care policy, legislation and procedures. Develop training material, conduct training and monitor the implementation of programs. Manage inquiries on foster care. Liaise with key stakeholders to take cognizance of the latest developments in the relevant field and provide inputs into
the work of such departments and other organisations. Undertake commissioned
research on foster care and keep up to date with new developments in the field.

ENQUIRIES : Ms N Cekiso Tel: (012) 312-7989
NOTE : In terms of the Chief Directorate’s employment equity target, Coloured and White
males as well as persons with disabilities are encouraged to apply.

POST 03/105 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO. A1/E/2018
Directorate: Supply Chain Management

SALARY : R334 545 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate 3-year Bachelor’s Degree or equivalent qualification PLUS
Competencies: Problem-solving skills. Planning and organising skills. Analytical

DUTIES : Identify current and future procurement needs of the Department and link the
needs to the Departmental strategic and operational plans. Perform industry and commodity analysis including market analysis. Determine sourcing strategies. Coordinate the development of specifications and/or terms of references. Render secretariat services to the bid specification committee. Manage the assistance potential suppliers with registration on the Centralised Supplier Database administered by National Treasury.

ENQUIRIES : Ms RC Henning Tel: 012 312 7780
NOTE : In terms of the Chief Directorate’s employment equity targets, African, Coloured, White males, Coloured females and persons with disabilities are encouraged to apply.

POST 03/106 : SENIOR HUMAN RESOURCE PRACTITIONER (PMDS) REF NO. A1/F/2018

SALARY : R281 418 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree or equivalent qualification plus credible

DUTIES : Administer the departmental performance management and development system
(PMDS). Arrange moderating committee meetings and serve as the secretariat. Provide advice, guidance and information sessions to staff on the Department’s
PMDS. Implement the policy framework for performance management and participate in the reviewing thereof. Maintain the PMDS database. Implement the Awards and Recognition Policy and participate in the reviewing thereof. Update the costing model in order to monitor expenditure on performance bonuses.

ENQUIRIES : Mr M Shabangu Tel: 012 312 7865
NOTE : In terms of the Chief Directorate’s employment equity target, Coloured and White
males, Coloured females as well as persons with disabilities are encouraged to apply.

POST 03/107 : SUPPLY CHAIN CLERK: ASSETS REF NO. A1/G/2018
Directorate: Supply Chain Management

SALARY : R152 862 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS: A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

DUTIES: Render asset management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.

ENQUIRIES: Ms RC Henning Tel: 012 312 7780

NOTE: In terms of the Chief Directorate’s employment equity targets, African, Coloured, Indian, White males, Coloured females and persons with disabilities are encouraged to apply.

POST 03/108: SUPPLY CHAIN CLERK: TRANSIT REF NO. A1/H/2018
Directorate: Supply Chain Management

SALARY: R152 862 per annum
CENTRE: HSRC Building, Pretoria
REQUIREMENTS: A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

DUTIES: Receive and verify invoices from suppliers. Follow-up 0 to 9 file. Maintain goods register. Update and maintain register of suppliers. Accept invoices on LOGIS system.

NOTE: In terms of the Chief Directorate’s employment equity targets, African, Coloured, Indian, White males, Coloured females and persons with disabilities are encouraged to apply.

ENQUIRIES: Ms RC Henning Tel: 012 312 7780

POST 03/109: SUPPLY CHAIN CLERK: ACQUISITION MANAGEMENT REF NO. A1/I/2018
Directorate: Supply Chain Management

SALARY: R152 862 per annum
CENTRE: HSRC Building, Pretoria
REQUIREMENTS: A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.

DUTIES: Receive and request quotations. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile and draft documents as required. Verify supplier on Central Supplier Database.

ENQUIRIES: Ms RC Henning Tel: 012 312 7780
NOTE: In terms of the Chief Directorate’s employment equity targets, African, Coloured, Indian, White males, Coloured females and persons with disabilities are encouraged to apply.
POST 03/110 : SUPPLY CHAIN CLERK: LOGISTICS REF NO.A1/J/2018
Directorate: Supply Chain Management

SALARY : R152 862 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies: Job Knowledge, Communication (verbal and written) skills. Good interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer skills. Planning and organising skills. Language. Good verbal and written communication skills.


ENQUIRIES : Ms RC Henning Tel: 012 312 7780
NOTE : In terms of the Chief Directorate’s employment equity targets, African, Coloured, Indian, White males, Coloured females and persons with disabilities are encouraged to apply.
# ANNEXURE M

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**DEPARTMENT OF HEALTH**

<table>
<thead>
<tr>
<th><strong>CLOSING DATE</strong></th>
<th>02 February 2018</th>
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<tbody>
<tr>
<td><strong>NOTE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Applications directed to the addresses as indicated below or Hand Delivery as indicated below:</td>
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<tr>
<td></td>
<td>Post to: HR Office, Nkonkobe Health Sub-district, P. O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub-District, 1st Floor, Cape College Building, Fort Beaufort. Enquiries: Ms V Mhlanga Tel no 046 645 1892.</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>Post to: Cala Hospital, Private Bag X516, CALA, 5455. Enquiries: Mr S Zihlangu Tel no 047 877 0129.</td>
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<tr>
<td></td>
<td>Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.</td>
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<tr>
<td></td>
<td>Post to: Hospital Manager, Butterworth Hospital, Private Bag X 3051, Butterworth, 460 or hand delivered to Butterworth Hospital, Main Registry. Enquiries: Ms Mtshemla – Tel No -047 491 4161.</td>
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<tr>
<td></td>
<td>Post to: Human Resource Office Nkqubela TB Hospital, P.O.Box 12239, Amalinda, East London 5247 or Hand Delivery to Human Resource Office Nkqubela TB Hospital 1124 NU9 Billy Road Mdantsane 5219. Enquiries: Ms K Somana - Tel No: 043 761 2131.</td>
</tr>
<tr>
<td></td>
<td>Post to: Human Resource Office St Patricks Hospital, P/Bag X531, Bizana, 4800 or Hand deliver to St Patricks hospital road, Bizana. Enquiries: Ms Jafta – Tel no 039 251 0236.</td>
</tr>
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<td></td>
<td>Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms Tsako Tel no: 040 673 3321.</td>
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<td></td>
<td>Post to: SS Gida Hospital, Private Bag x12 Keikamahoeak, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.</td>
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<tr>
<td></td>
<td>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 Khosilo Tel no 039 737 3107.</td>
</tr>
<tr>
<td></td>
<td>Post to: Human Resource Office Madzikane Ka Zulu Memorial Hospital P/Bag X 9003 Mount Frere, 5090. Enquiries: Mr Sigola Tel No. 039 255 8200.</td>
</tr>
</tbody>
</table>
Post to: Bisho Hospital P/Bag X0038, Bisho Hospital, Bisho, 5605 or Hand deliver to Human Resource Office, Bisho Hospital, Komga Road, Bisho, 5605. Enquiries: Mrs T Alwyn-Qegu Tel No. 040 635 2950/5.
Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel: 039 255 0077.
Post to: Human Resource Office, Glen Grey Hospital, Private Bag X 1142 LADY FRERE, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: MS N Ralushe Tel No: 047 878 2800.
Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, LUSIKISIK, 4820. Enquiries: Mr M Nozaza - Tel No: 039 253 5012.
Post to: Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No: 047 5480022.
Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600. Enquiries: Ms Phillip Tel no: 043 643 3304.
Post to: HR Office Settlers Hospital, Private Bag X1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.
Post to: Aliwal North Hospital, Private Bag x1004 Aliwal North 9757 or hand deliver to: Aliwal North Hospital, Parklane Street Aliwal North 9757. Enquiries: Mr JS Nzinde Tel no: 051 633 9629.
Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605. Enquiries: Ms NP Gcaza Tel no : 047 548 4104.
Post to: Human Resource Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.
Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mthshemla Tel no: 047 401 9000.
Post to: Human Resource Office, Cradock Hospital, Private Bag X55, CRADOCK, 5880, Enquiries: Danster Tel no: 048 881 2123.
Post to: Human Resource Office, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, TSOL0, 5170, Enquiries: Ms NM Makalima Tel no: 047-542-6000/300.
Post to: Human Resource Office St Patricks Hospital, P/Bag X531, Bizana, 4800 or Hand deliver to St Patricks Hospital Road, Bizana, Enquiries: Ms Jafta – Tel no 039 251 0236.
Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matalele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matalele, 4730. Enquiries: Mr Kholiso Tel no 039 737 3107.
Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwede Port Elizabeth 6201. Enquiries: Mr J Johaar Tel no 041 406 4435.
Post to: The Human Resource Office, St Elizabeth Hospital, Private Bag X1007, Lusikiski 4820. Enquiries: Mr M Nozaza Tel no 039 253 5012.
Post and Hand deliver to: St Barnabas Hospital, P.O. Box 15, LITODE, 5160. Enquiries: Ms U Toni – Tel no: 047 555 5300.
Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp. Enquiries: Ms Barnard Tel no 042 200 4279/282.
Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand deliver to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140. Enquiries Ms S Diva Tel no 046 602 5046.
Post to: HR Office Zitulele Hospital Private Bag x504 Mqanduli 5080 or hand deliver to: HR Office Zitulele Hospital A/A Mqanduli 5080. Enquiries Ms Tengile 047 857 8936.
Post to: HR Office Holy Cross Hospital Private Bag X1001 Flagstaff 4810 or Hand deliver to HR Office Holy Cross Hospital Taweni Location Flagstaff 4810. Enquiries Ms Z Nomandana – Tel no 039 252 2026/8.
Post to: HR Office, Bhisho Hospital Private Bag or hand deliver to: HR Office Bhisho Hospital Komga Road Bhisho 5605. Enquiries: Tel no 040 635 2958.
Post to: HR Office Madzikane ka Zulu Hospital Private Bag X9003 Mt Frere 5900 Enquiries Mr Sigola Tel no 039 255 8200/11/12.
Post to: HR 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.
Post to: Human Resource Office, P/Bag X0036, Bhisho Hospital, Bhisho 5605 or Hand deliver Human Resource Office, Bhisho Hospital, Komga Road, Enquiries: Ms T. Awlyn – Qegu Tel No 040 635 2950/5.
Post to: HR Office, Malizo Mphele Hospital, Main Road Tsolo 5170 or hand deliver to: HR Office, Dr Malizo Mphele Hospital Private Bag x1004 Tsolo 5170. Enquiries: Ms Makalima Tel no: 047 542 6300.
Post to: HR Office, Zitulele Hospital Private Bag x504 Mqanduli 5080. Enquiries: Mr Sobethwa Tel no: 047 573 8953/6/7.
Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand deliver to Frontier Hospital, 5320. Enquiries: Ms Tywabe - Tel No: 0833780777.
Post to: HR Office, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makwane Hospital 4 Billie Road, Mdantsane, East London, 5219. Enquiries: Ms P Mncotso Tel no 040 708 2121.

MANAGEMENT ECHELON

POST 03/ : HEAD CLINICAL UNIT (PULMONOLOGY) GRADE 1 – REF NO. ECHEALTH/HCU-PUL/01/01/2018

SALARY : R1 550 331 – R1 645 464 per annum (OSD) Other Benefits: Commuted overtime (subject to signing of relevant contract)

CENTRE : Nelson Mandela Metro, Livingstone Hospital
**REQUIREMENTS**: An appropriate medical qualification that allows registration with HPCSA in Pulmonology. HPCSA registration certificate as a Medical Specialist in Internal Medicine and Subspecialist in Pulmonology. 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 and Subspecialist in Pulmonology. 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**: 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 undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment.

**ENQUIRIES**: Ms Du Preez Tel No: 041 405 2647

**POST**: MEDICAL SPECIALIST REF NO: ECHEALTH/MS/HPTD/01/01/2018

**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/General Surgery/ Anesthetics/ Obstetric & Gynae. 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/General Surgery/ Anesthetics/ Obstetric & Gynae. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine /General Surgery/ Anesthetics/ Obstetric & Gynae. Grade 3: Minimum of 10 years’ experience after registration with the HPCSA as Medical Specialist in Internal Medicine/General Surgery/ Anesthetics/ Obstetric & Gynae. 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 /General Surgery/ Anesthetics/ Obstetric & Gynae/General Surgery/ Anesthetics/ Obstetric & Gynae 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
Mr SI Khoabane Tel no 043 611 0411

POST 03/112
CLINICAL MANAGER GRADE 1-2 REF NO. ECHEALTH/CM/FEH/01/01/2018

SALARY
R1 052 712 – R1 316 136 per annum (OSD)

CENTRE
Buffalo City Metro, Cecilia Makiwane 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 manageral committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES
Ms P Mncotso Tel no 040 708 2121

POST 03/113
CLINICAL MANAGER GRADE 1-2 REF NO. ECHEALTH/CM/SH/01/01/2018

SALARY
R1 052 712 – R1 168 350 per annum (OSD)

CENTRE
Sarah Baartman District, Settlers 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 manageral committees, meetings, events and other a pertinent to clinical governance.
ENQUIRIES : Ms S Diva Tel no 046 602 5046.

POST 03/114 : CLINICAL MANAGER GRADE 1-2 - REF NO. ECHEALTH/MDZH/01/01/2018

SALARY : R1 052 712 – R1 168 350 per annum (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu 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 services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES : Mr Sigola Tel No. 039 255 8200

OTHER POSTS

POST 03/115 : DEPUTY MANAGER NURSING REF NO. ECHEALTH/DMN/TBH/01/01/2018

SALARY : R756 525 - R851 463 per annum (OSD)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital
REQUIREMENTS : 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.

ENQUIRIES : Mr Kholiso Tel no 039 737 3107

POST 03/116 : DEPUTY MANAGER: NURSING REF NO. ECHEALTH/DMN/GGH/01/01/2018

SALARY : R756 525 - R851 463 per annum (OSD)
CENTRE : Chris Hani District, Glen Grey Hospital
**REQUIREMENTS**

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 stakeholders. 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**

Ms N Ralushe Tel no 047 878 2800

**POST 03/117**

MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/STPH/01/01/2018 (10 POSTS)

**SALARY**

R736 425 – R1 221 723 per annum (OSD)

**CENTRE**

OR Tambo, St Elizabeth Hospital

**REQUIREMENTS**

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.

**DUTIES**

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.

**ENQUIRIES**

Mr M Nozaza – Tel no 039 253 5012.

**POST 03/118**

MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/STPH/01/01/2018 (4 POSTS)

**SALARY**

R736 425 – R1 221 723 per annum (OSD)

**CENTRE**

Alfred Nzo District, St Patrick’s Hospital

**REQUIREMENTS**

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.
DUTIES: 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.

ENQUIRIES: Ms Jafza – Tel: 039 251 0236.

POST 03/119: MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/MKH/01/01/2018 (4 POSTS)

SALARY: R736 425 – R1 221 723 per annum (OSD)

CENTRE: Alfred Nzo District, Madzikane ka Zulu Hospital

REQUIREMENTS: 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.

DUTIES: 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.

ENQUIRIES: Mr Sigola Tel No. 039 255 8200

POST 03/120: MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/TH/01/01/2018 (2 POSTS)

SALARY: R736 425 – R1 221 723 per annum (OSD)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: 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.

DUTIES: Provision of quality patient centred 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.

ENQUIRIES: Mrs V Whitecross - TEL NO: 046 645 5008
POST 03/121 : MEDICAL OFFICER GRADE 1 - 3 REF NO. ECHEALTH/MO/TBH/01/01/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital
REQUIREMENTS : 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.

DUTIES : Provision of quality patient centred 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.

ENQUIRIES : Mr Kholiso Tel no 039 737 3107

POST 03/122 : MEDICAL OFFICER GRADE 1-3 REF NO. ECHEALTH/MO/SSG/01/01/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
CENTRE : Amathole District, S.S Gida Hospital
REQUIREMENTS : 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.

DUTIES : Provision of quality patient centred 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.

ENQUIRIES : Ms Fumanisa Tel No: 040 658 0043

POST 03/123 : MEDICAL OFFICER GRADE 1- 3 REF NO. ECHEALTH/MO/NKQH/01/01/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
CENTRE : Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS : 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.

DUTIES : Provision of quality patient centred 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 postgraduate 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.

ENQUIRIES : Ms K Somana - TEL NO: 043 761 2131

POST 03/124 : MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/ALSH/01/01/2018 (2 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
CENTRE : Chris Hani District, All Saints Hospital
REQUIREMENTS : 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.

DUTIES : Provision of quality patient centred 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 postgraduate 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.

ENQUIRIES : Ms N. Matala Tel No 047 548 0022

POST 03/125 : MEDICAL OFFICER GRADE 1-3 REF NO. ECHEALTH/ALN/STPH/01/01/2018

SALARY : R736 425- R1 221 723 per annum (OSD)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : 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.

DUTIES : Provision of quality patient centred 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 postgraduate 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.

ENQUIRIES : Ms Jafta Tel No. 039 251 0236
<table>
<thead>
<tr>
<th>POST 03/126</th>
<th>MEDICAL OFFICER GRADE 1 – 3 - REF NO. ECHEALTH/AMT/SSGH/01/01/2018</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R736 425 – R1 221 723 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Amathole District, S.S Gida Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
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<td>DUTIES</td>
<td>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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Fumanisa Tel No: 040 658 0043</td>
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<thead>
<tr>
<th>POST 03/127</th>
<th>DEPUTY DIRECTOR HEALTH PROGRAMMES REF NO. ECHEALTH/DDHP/ANDO/01/01/2018</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R657 558 – R774 576 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Alfred Nzo, District Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree/Diploma in Public Health/Nursing/Health Education/Health Administration or related qualification with at least 3 – 5 years relevant experience in a health related managerial position. Having worked in a PHC setting will give you an added advantage. Computer literacy. Valid driver’s license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women’s health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr K Praim Tel no 039 797 6070</td>
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<tr>
<th>POST 03/128</th>
<th>PHARMACIST GRADE 1-3 -REF NO. ECHEALTH/PHARM/NKH/01/01/2018</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R615 945 – R781 611 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>OR Tambo District, St Elizabeth Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>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</td>
</tr>
</tbody>
</table>

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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 : Mr M Nozaza – Tel no 039 253 5012

POST 03/129 : PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHARM/SH/01/01/2018

SALARY : R615 945 – R781 611 per annum (OSD)
CENTRE : Sarah Baartman District, Settlers Hospital
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 S Diva Tel no 046 602 5046

POST 03/130 : ASSISTANT MANAGER NURSING SPECIALTY- REF NO. ECHEALTH/AMN/BH/01/01/2018

SALARY : R546 315– R614 874 per annum (OSD)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No. R48 (Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 10 years appropriate /
recognizable experience in nursing after registration as Professional Nurse with SNAC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES:**
Promote quality of nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the hospital. Ensure the implementation of the Patient’s Rights Charter as well as Batho Pele Principles.

**ENQUIRIES:**
Mrs T Alwyn-Qegu. Tel No. 040 635 2950/5

**POST 03/131:**
ASSISTANT MANAGER NURSING (OPD) - REF NO. ECHEALTH/AMNS/SH/01/01/2018

**SALARY:**
R546 315– R614 874 per annum (OSD)

**CENTRE:**
Alfred Nzo District, Sipetu Hospital

**REQUIREMENTS:**
Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No. R48. A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SNAC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES:**
To relieve in other areas such as Maternity, OPD/Casualty when need arises. Coordination of optional holistic specialised nursing care provided within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development. Oversee provision of patient care. Participation in the analysing formulation and implementation of nursing guidelines practises, policies, standards and procedures.

**ENQUIRIES:**
Mr EF Madaka Tel: 039 255 0077

**POST 03/132:**
ASSISTANT MANAGER NURSING (THEATRE & CSSD) - REF NO. ECHEALTH/AMNS/SBH/01/01/2018

**SALARY:**
R546 315– R614 874 per annum (OSD)

**CENTRE:**
OR Tambo District, St Barnabas Hospital

**REQUIREMENTS:**
Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 (Theatre Nursing Science). A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES:**
Plan, direct, coordinate, evaluate and review all activities necessary to manage Theatre/CSSD and make decisions regarding problems in the unit. Assist with medical care and research in the unit. Provide emergency care to patients in a crisis situation. Give actual nursing care, Develop rapport, Teach nurses and patients. Control environment, such as equipment, Supplies records, Staff and Traffic. Assist in PMDS evaluation of staff within the unit. Identify staff training needs and participate in monitoring training.

**ENQUIRIES:**
Ms U Toni Tel no: 047 555 5300

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**POST 03/133**

**OPERATIONAL MANAGER SPECIALTY CHILD NURSING SCIENCE**

REF NO.: ECEALTH/OMS/LTH/01/01/2018

**SALARY**

R499 953 per annum

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**

Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Child Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years recognizable experience in Child Nursing after obtaining a post basic qualification in Child Nursing Science. 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. Added advantage: One year Post basic Qualification in Nursing Administration obtained from a recognised university. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver’s licence

**DUTIES**

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.

**ENQUIRIES**

Ms Du Preez Tel no 041 405 2647

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**POST 03/134**

**OPERATIONAL MANAGER SPECIALTY (ONCOLOGY)**

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**SALARY**

R499 953 – R562 698 per annum (OSD)

**REQUIREMENTS**

Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Oncology Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years recognizable experience in Oncology Nursing after obtaining a post basic qualification in Oncology Nursing Science. 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. Added advantage: Must have a driver’s license. One year Post basic Qualification in Nursing Administration. One year post basic qualification in Nursing Education.

**DUTIES**

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 system.

ENQUIRIES: Ms Du Preez Tel no 041 405 2647
NOTE: This is a re-advertisement. (Those who had applied before are welcome to apply again)

POST 03/135: OPERATIONAL MANAGER SPECIALTY (PSYCHIATRIC) REF NO.ECHEALTH/OMS-PYS/01/01/2018

SALARY: R499 953 – R562 698 per annum (OSD)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS: Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Psychiatric Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC At least 5 years recognizable experience in Psychiatric Nursing after obtaining a post basic qualification in Psychiatric Nursing Science. 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. ADDED ADVANTAGE: One year Post basic Qualification in Nursing Administration obtained from a recognised university. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver’s licence
DUTIES: 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 system.

ENQUIRIES: Ms Du Preez Tel no 041 405 2647
NOTE: This is a re-advertisement. (Those who had applied before are welcome to apply again)

POST 03/136: OPERATIONAL MANAGER SPECIALTY (ORTHOPAEDIC) REF NO.ECHEALTH.OMS-ORTH/01/01/2018

SALARY: R499 953 – R562 698 per annum (OSD)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS: Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Orthopaedic Nursing Science. A
minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years recognizable experience in Orthopaedic Nursing after obtaining a post basic qualification in Orthopaedic Nursing Science. 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. ADDED ADVANTAGE: One year Post basic Qualification in Nursing Administration obtained from a recognised university. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver’s licence

**DUTIES**: 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 system.

**ENQUIRIES**: Ms Du Preez Tel no 041 405 2647

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

**POST 03/137**: OPERATIONAL MANAGER SPECIALITY REF NO.
ECHEALTH/OMS/MKZH/01/01/2018 (2 POSTS)

**SALARY**: R499 953 – R562 698 per annum (OSD)

**CENTRE**: Alfred Nzo District, Madzikane Ka Zulu Memorial Hospital

**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 R212 in Advanced Midwifery and Neonatology Nursing Science, Paediatric Nursing Science, Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Mr Sigola Tel no 039 255 8200/11/12.
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<tr>
<th>POST 03/138</th>
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<th>REF NO.</th>
<th>ECHEALTH/OMS/STPH/01/01/2018 (2 POSTS)</th>
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<tr>
<td>CENTRE</td>
<td>Alfred Nzo District, St Patricks Hospital</td>
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<td>REQUIREMENTS</td>
<td>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 Advanced Midwifery and Neonatology Nursing Science/Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.</td>
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<td>ENQUIRIES</td>
<td>Ms Jafta – Tel no 039 251 0236</td>
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<td>CENTRE</td>
<td>Alfred Nzo District, Taylor Bequest Hospital (Matatiele)</td>
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<td>REQUIREMENTS</td>
<td>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 Advanced Midwifery and Neonatology Nursing Science/Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.</td>
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<td>ENQUIRIES</td>
<td>Mr Kholiso Tel no 039 737 3107</td>
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<tr>
<td>CENTRE</td>
<td>Amathole District, Butterworth Hospital</td>
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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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/ Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms P Mtshemla Tel no: 047 401 9000

POST 03/141: OPERATIONAL MANAGER SPECIALITY REF NO.
ECHEALTH/OMS/MDWAH/01/01/2018 (2 POSTS)

SALARY: R499 953 – R562 698 per annum (OSD)
CENTRE: Amathole District, Madwaleni Hospital

ENQUIRIES: Mr Fenguza Tel no: 047 573 8900/1/2

POST 03/142: OPERATIONAL MANAGER SPECIALITY REF NO.
ECHEALTH/OMS/VICH/01/01/2018 (2 POSTS)

SALARY: R499 953 – R562 698 per annum (OSD)
CENTRE: Amathole District, Victoria Hospital

ENQUIRIES: Ms P Mtshemla Tel no: 047 401 9000
Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES:**
Ms L Mangesi Tel no: 040 653 1141

**POST 03/143:**
OPERATIONAL MANAGER SPECIALITY REF NO.
ECHEALTH/OMS/BH/01/01/2018 (2 POSTS)

**SALARY:**
R499 953 – R562 698 per annum (OSD)

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

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

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

**POST 03/144:**
OPERATIONAL MANAGER SPECIALITY REF NO.
ECHEALTH/OMS/CH/01/01/2018 (2 POSTS)

**SALARY:**
R499 953 – R562 698 per annum (OSD)

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

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Danster Tel no: 048 881 2123

POST 03/145: OPERATIONAL MANAGER SPECIALITY REF NO. ECHEALTH/OMS/ASH/01/01/2018 (4 POSTS)

SALARY: R499 953 – R562 698 per annum (OSD)
CENTRE: Chris Hani District, All Saints Hospital
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 R212 in in Advanced Midwifery and Neonatology Nursing Science/Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms NP Gcaza Tel no 047 548 4104

POST 03/146: OPERATIONAL MANAGER SPECIALITY REF NO.ECHEALTH/OM/ALH/01/01/2018 (5 POSTS)

SALARY: R499 953 – R562 698 per annum (OSD)
CENTRE: Joe Gqabi District, Aliwal North District Hospital
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 R212 in in Advanced Midwifery and Neonatology Nursing Science/Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

**POST 03/147**

**OPERATIONAL MANAGER SPECIALTY**

**REF NO.**

**SALARY**

R499 953 – R562 698 per annum (OSD)

**CENTRE**

Sarah Baartman District, Humansdorp Hospital

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognition 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

Mr JS Nzinde Tel no: 051 633 9629

Ms Barnard Tel no 042 200 4279/282

**POST 03/148**

**OPERATIONAL MANAGER SPECIALTY**

**REF NO.**

**SALARY**

R499 953 – R562 698 per annum (OSD)

**CENTRE**

Sarah Baartman District, Settlers Hospital

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognition 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

Ms Diva Tel no 046 602 5046
POST 03/149 : OPERATIONAL MANAGER SPECIALTY REF
NO.ECHEALTH/OM/UPH/01/01/2018 (2 POSTS)

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Nelson Mandela Metro, Uitenhage District Hospital
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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/ Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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ENQUIRIES : Mr P Oosthuizen Tel no: 041 995 1129

POST 03/150 : OPERATIONAL MANAGER SPECIALTY REF NO.
ECHEALTH/PNS/SBH/01/01/2018 (3 Posts)

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : OR Tambo District, St Barnabas Hospital
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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/ Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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ENQUIRIES : Ms U Toni Tel no: 047 555 5300

POST 03/151 : OPERATIONAL MANAGER SPECIALTY REF NO.
ECHEALTH/PNS/HCH/01/01/2018 (2 POSTS)

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : OR Tambo District, Holy Cross District Hospital
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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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ENQUIRIES: Ms Z Nompondana – Tel no 039 252 2026/8

SALARY: R499 953 – R562 698 per annum (OSD)

CENTRE: OR Tambo District, Malizo Mpehle Hospital

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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Makalima Tel no: 047 542 6300

SALARY: R499 953 – R562 698 per annum (OSD)

CENTRE: OR Tambo District, Zithulele District Hospital

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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science.
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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES

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

POST 03/154

OPERATIONAL MANAGER SPECIALITY REF NO.ECHEALTH/OMS/DNH/01/01/2018

SALARY

R499 953 – R562 698 per annum (OSD)

CENTRE

Nelson Mandela Metro, Dora Nginza Regional Hospital

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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES

Mr J Johaar - Tel no 041 406 4435

POST 03/155

OPERATIONAL MANAGER SPECIALITY REF NO.ECHEALTH/OMS/MRH/01/01/2018 (2 POSTS)

SALARY

R499 953 – R562 698 per annum (OSD)

CENTRE

OR Tambo District, Mthatha Regional Hospital

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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

Ms Mkhosi Tel no 047 502 4143/4008

**POST 03/156**

OPERATIONAL MANAGER SPECIALTY REF NO. ECHEALTH/OMS/SEH/01/01/2018 (3 POSTS)

**SALARY**

R499 953 – R562 698 per annum (OSD)

**CENTRE**

OR Tambo District, St Elizabeth Hospital

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/ Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

Mr M Nozaza Tel no 039 253 5012

**POST 03/157**

OPERATIONAL MANAGER SPECIALTY REF NO. ECHEALTH/OMS/FTH/01/01/2018

**SALARY**

R499 953 – R562 698 per annum (OSD)

**CENTRE**

Buffalo City Metro, Frere Tertiary Hospital

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/ Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

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

**POST 03/158**: OPERATIONAL MANAGER SPECIALITY REF NO.ECHEALTH/OMS/LTH/01/01/2018 (3 POSTS)

**SALARY**: R499 953 – R562 698 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing with Advanced Midwifery) 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 Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms Du Preez Tel No: 041 405 2647

**POST 03/159**: OPERATIONAL MANAGER SPECIALITY REF NO.ECHEALTH/OMS/NMAH/01/01/2018 (2 POSTS)

**SALARY**: R499 953– R562 698 per annum (OSD)

**CENTRE**: OR Tambo District, Nelson Mandela Academic Hospital

**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 R212 in Advanced Midwifery and Neonatology Nursing Science/ Paediatric Nursing Science/Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms Calaza Tel no 047 502 4320
POST 03/160 : OPERATIONAL MANAGER NURSING SPECIALTY  REF NO. ECHEALTH/OM-MAT/CH/01/01/2018

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Chris Hani District, Cala Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R212 in Advanced Midwifery and Neonatology. A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable after obtaining the 1 year post-basic qualification in the relevant specialty. Current registration with SANC. Managerial experience and Administration will be an added advantage.

DUTIES : Coordinate of optimal, holistic specialized nursing care provided within set off standards and professional/legal framework. Manage effectively the utilisation and supervision. Coordination of the provision of effective training and research. Provision of effective Support to Nursing Services. Maintain professional growth/ethical standards and self – development.

ENQUIRIES : Mr S Zihlangu Tel no 047 877 0129

POST 03/161 : OPERATIONAL MANAGER SPECIALITY - REF NO. ECHEALTH/OMS/STP/01/01/2018 (2 POSTS)

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing with Advanced Midwifery) 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 relevant specialty. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms Jafta – Tel:039 251 0236.

POST 03/162 : OPERATIONAL MANAGER SPECIALITY (THEATRE) - REF NO. ECHEALTH/OMS/GGH/01/01/2018

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Chris Hani District, Glen Grey Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing with Advanced Midwifery) 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 Theatre. A minimum of 9 years appropriate/recognisable 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/ recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**
- Ms N Ralushe Tel no 047 878 2800

**POST 03/163**
- **OPERATIONAL MANAGER SPECIALTY**
- **REF NO.**
- ECHEALTH/AMT/NPH/01/01/2018

**SALARY**
- R499 953 – R562 698 per annum (OSD)

**CENTRE**
- Amathole District, Nompumelelo Hospital

**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/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**
- Ms Tsako Tel no: 040 673 3321

**POST 03/164**
- **OPERATIONAL MANAGER (PHC) REF NO.**
- ECHEALTH/OM/PEDC/01/01/2018

**SALARY**
- R499 953 – R562 698 per annum (OSD)

**CENTRE**
- Amahlathi Sub-district, Peddie Extension 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/recognisable 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/recognisable 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: 043 6434775/6

POST 03/165 : OPERATIONAL MANAGER SPECIALTY (CASUALTY/OPD) - REF NO. ECHEALTH/OM-OPD/FH/01/01/2018

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Chris Hani District, Frontier Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing with Advanced Midwifery) 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 Casualty/OPD. A minimum of 9 years appropriate/recognisable 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/recognisable 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 delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRES : Mrs P Marongo - Tel No: 045 808 4272.

POST 03/166 : ASSISTANT DIRECTOR: RADIOGRAPHY REF NO. ECHEALTH/ASD-RA/LTH/01/01/2018

SALARY : R459 558 – R510 042 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA in Radiography. A minimum of 3 years appropriate experience at Chief Radiographer level, after registration with HPCSA. Current registration with HPCSA. Experience in managing a Radiography department. 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 will be an added advantage.

DUTIES : Overall supervision and control of all Radiography services. To administer the operations, management and good governance of the Radiography Service in the Livingstone Tertiary Hospital (LTH), including the professional supervision and allocation of staff and students, as well as all the resources in the department. Manage the provision of a high quality Radiographic services in the LTH, through the implementation of appropriate systems and measures. Responsible for the provision and supervision of all clinical duties rendered to patients in the Radiographic department. Manage and facilitate the continuous training and development. Participate in the development of internal policy, and interact with other related professionals within the multi-disciplinary health team. Implement the Department of Health policies. Actively participate in the implementation of the National Core Standards (NCS).

ENQUIRES : Ms Du Preez Tel No: 041 405 2647

POST 03/167 : OPERATIONAL MANAGER GENERAL -REF NO. ECHEALTH/OM/STEH/01/01/2018

SALARY : R394 665 – R514 962 per annum (OSD)
CENTRE: OR Tambo District, St Elizabeth Hospital
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 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.
DUTIES: 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 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.
ENQUIRIES: Mr M Nozaza – Tel No 039 253 5012
POST 03/168: OPERATIONAL MANAGER GENERAL REF NO. ECHEALTH/OM /WTH/01/01/2018
SALARY: R394 665 - R444 195 per annum (OSD)
CENTRE: Amathole District, Winterberg TB Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
ENQUIRIES: Mr Z Maneli Tel no 046 645 1142
POST 03/169: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO. ECHEALTH/PNS/LIVH/01/01/2018
SALARY: R340 431-R514 962 per annum (OSD)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary 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/recognizable 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 Du Preez Tel no 041 405 2647

POST 03/170: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO. ECHEALTH/OMS/STP/01/01/2018

SALARY: R340 431 - R514 962 per annum (OSD)
CENTRE: Alfred Nzo District, St Patricks Hospital
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 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. 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/recognisabl e experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

ENQUIRIES: Ms Jafta – Tel No 039 251 0236

POST 03/171: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (ADVANCED MIDWIFERY) REF NO. ECHEALTH/AMT/SSGH/01/01/2018

SALARY: R340 431 – R394 665 per annum (OSD)
CENTRE: Amathole District, S.S Gida Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Degree /Diploma in Nursing with Advanced Midwifery) 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 Advanced Midwifery. 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 specialty.

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 hospital.

ENQUIRIES: Ms Fumanisa Tel no: 040 658 0043

POST 03/172: CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/MASD/01/10/2017

SALARY: R340 431 – R514 962 per annum (OSD)
CENTRE: Amahlathi Sub District, Cata Clinic
**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 specialty.

**DUTIES**

Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

**ENQUIRIES**

Ms B Mngxhe – Tel: 043 6434775/6

**POST 03/173**

**PROFESSIONAL NURSE SPECIALTY GRADE 1 (4 POSTS)**

**SALARY**

R340 431 –R394 665 per annum (OSD)

**CENTRE**

Intsika Yethu Sub-district, Ntshingeni Clinic REF NO. ECHEALTH/PNS/NTSC/01/01/2018,
Sikhoba Clinic REF NO. ECHEALTH/PNS/SIKC/01/01/2018
Ngxabangu Clinic REF NO. ECHEALTH/PNS/NGXAC/01/01/2018
Mahlubini Clinic - REF NO. ECHEALTH/PNS/MAHC/01/01/2018

**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 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. 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**

Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

**ENQUIRIES**

Ms A Mabentsela – Tel no 047 874 0079

**POST 03/174**

**DIETITIAN GRADE 1 - REF NO.ECHEALTH/DT/FH/01/01/2018**

**SALARY**

R281 148 –R321 462 per annum (OSD)

**CENTRE**

Chris Hani District, Frontier Hospital

**REQUIREMENTS**

A Degree/National Diploma in Dietetics or appropriate qualification that allows registration with the HPCSA as a Dietitian. One year post Community Service experience. Ability to work as a member of a multi-disciplinary team. Good written and verbal communication skills. Computer literacy. Good understanding and application of rehabilitation policies. Valid code 8 driver’s licence.
DUTIES: To provide Dietetics services, thereby ensuring an optimal health care services.
To use initiative to identify opportunities to expand existing services with other stakeholders. Adopt the principles of the primary health care approaches by ensuring effective service delivery in line with the Batho Pele Principles. Establish outreach programmes.

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

POST 03/175: SOCIAL WORKER GRADE 1-3 REF NO. ECHEALTH/SOW/STPH/01/01/2018

SALARY: R226 686 – R395 685 per annum (OSD)

CENTRE: Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: A formal qualification in Social Work that allows professional registration with SACSSP. Current registration with SACSSP. Computer literacy and a valid driver’s license.

DUTIES: Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as placed by various tertiary institutions.

ENQUIRIES: Ms Jafta – Tel no 039 251 0236

POST 03/176: CLINICAL ASSOCIATE – REF NO. ECHEALTH/CA/SH/01/01/2018

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

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Mr EF Madaka Tel no 039 255 0077

POST 03/177: PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO. ECHEALTH/PN/HILLSC/01/01/2018

SALARY: R226 083 –R431 262 per annum (OSD)

CENTRE: Nkonkobe Sub-District, Hillside 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 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.

ENQUIRIES
Ms V Mhlanga Tel no 046 645 1892

POST 03/178
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO.
ECHEALTH/PN/NKQH/01/01/2018

SALARY
R226 083 –R431 262 per annum (OSD)

CENTRE
Buffalo City Metro, Nkubela TB 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 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.

ENQUIRIES
Ms K Somana - Tel No: 043 761 2131

POST 03/179
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO.
ECHEALTH/PN/TBH/01/01/2018

SALARY
R226 083 –R431 262 per annum (OSD)

CENTRE
Alfred Nzo District, Taylor Bequest 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 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.
ENQUIRIES : Mr Kholiso Tel no 039 737 3107

POST 03/180 : PROFESSIONAL NURSE GENERAL, GRADE 1-3 REF NO. ECHEALTH/PN/STEH/01/01/2018 (5 POSTS)

SALARY : R226 083 –R431 262 per annum (OSD)
CENTRE : OR Tambo District, St Elizabeth 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: A 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 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.

ENQUIRIES : Mr M Nozaza – Tel No: 039 253 5012

POST 03/181 : PROFESSIONAL NURSE GENERAL, GRADE 1-3 REF NO. ECHEALTH/PN/SSG/01/01/2018

SALARY : R226 083 –R431 262 per annum (OSD)
CENTRE : Amathole District, SS Gida 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 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.

ENQUIRIES : Ms Fumanisa Tel No: 040 658 0043

POST 03/182 : PROFESSIONAL NURSE GENERAL, GRADE 1-3 REF NO. ECHEALTH/PN/STBH/01/01/2018 (2 POSTS)

SALARY : R226 083 –R431 262 per annum (OSD)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : Senior Certificate. 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 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.

ENQUIRIES : Ms U Toni – Tel no 047 555 5300.

POST 03/183 : PROFESSIONAL NURSE GENERAL GRADE 1-3 (5 Posts)

SALARY : R226 083 – R431 262 per annum (OSD)

CENTRE : OR Tambo District, St Elizabeth Hospital
Male Surgical Ward REF NO. ECHEALTH/PN-MS/STEH/01/01/2018, Male Medical Ward REF NO. ECHEALTH/PN-MM/STEH/01/01/2018 x2, Female Medical Ward REF NO. ECHEALTH/PN-FM/STEH/01/01/2018 x2

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 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.

ENQUIRIES : Ms U Toni – Tel No: 047 555 5300

POST 03/184 : PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO. ECHEALTH/PA/VH/01/01/2018

SALARY : R183 381 – R 263 706 per annum (OSD)

CENTRE : Amathole District, Victoria Hospital

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post-Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration as a Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant.
Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES**: Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES**: Ms L Mangesi Tel no: 040 653 1141
ANNEXURE N

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

OTHER POST

POST 03/185 : CHIEF EXECUTIVE OFFICER: FSGLTA REF NO: FSGLTA 1/1/18

SALARY : Remuneration package will be all inclusive and market related, based on qualifications, prior learning and experience.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate Bachelor’s Degree in Business Administration/ Commerce or equivalent qualifications• Extensive experience in a similar environment• A valid driver’s license. A probity check will be performed on all short-listed candidates. To be successful, candidates will undergo security clearance.

DUTIES : Create leadership presence within the Free State Gambling, Liquor and Tourism Authority (FSGLTA) to provide strategic direction in FSGLTA that enhance the brand, credibility, reputation and positive image of the FSGLTA. Represent the FSGLTA and the Board of directors in various forums and structures to share and mandate of the FSGLTA, including programmes and projects it is involved in or managing and this includes management of the relationships between the Secretariat and the Board to understand the Board’s need requirements and expectation of the Secretariat. Ensure compliance and adherence to Constitution, applicable laws, regulations, policies and rules within and outside the gambling and liquor industry to ensure that the FSGLTA activities are in accordance to the parameters and confines of the legislation. Oversee the provision of the secretariat function to the Board of Directors and its Committees to ensure that it operates and complies with the legislative requirements and fulfills the roles and functions defined in the Free State Gambling, Liquor and Tourism Authority Act. Strategically manage the use of resources (i.e., financial, human, assets and equipment etc.) so that a value for money service is delivered to the FSGLTA. Oversee the development and monitor implementation of organisational and systems to ensure that the performance targets are achieved within the prescribed timelines. Develop, implement, manage and review the reporting processes in the FSGLTA to ensure compliance to various reporting requirements and that management reports are compiled and submitted as per prescribed reporting requirement. Lead, management and empowers staff in FSGLTA to ensure that staff meets the departmental objectives in line with broader organisational objectives and requirements, as well as resource constraints. Ensure that the entity complies to the PFMA and other stipulated regulations, especially the Gambling, Liquor and Tourism Act.

ENQUIRIES : Ms. J Mosholi 0723453048

APPLICATIONS : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to in 6th floor North Wing, St Andrews Building, St Andrews Street, Bloemfontein or by email to mosholi@detea.fs.gov.za/ jmosholi@icloud.com. Applications received late will not be accepted

FOR ATTENTION : Ms K Molusi /Ms MA Parkies.

CLOSING DATE : 09 February 2018

NOTE : Direction to applicants: Candidates who meet the requirements can apply by quoting the reference number and submitting the following documents: Application Letter; detailed CV and certified copies of qualifications.

POST 03/186 : CHIEF EXECUTIVE OFFICER/PRINCIPAL: FREE STATE SKILLS ACADEMY (5 YEAR CONTRACT).

SALARY : Negotiable- Market Related

CENTRE : Sasolburg
REQUIREMENTS: An appropriate Master’s degree in Business Administration/Commerce/Information Technology or equivalent qualifications. Extensive experience in an executive management position in a similar environment. A valid driver’s license.

DUTIES: Provide effective management and administration of the Academy. Position the Academy as a Centre of Excellence in ICT Education and Training. Establish collaboration and strategic partnerships at provincial, national and international level in the ICT Industry. Provide quality high level ICT educational programs that are both accredited and non-accredited. Work closely with SETA’s in particular MICT SETA. Build sustainable and productive relations with industry and further and higher education training institutions. Provide ICT training and development programs that are responsive to the needs of industry, local, provincial and national government. Serve as a conduit to support the Province human resource development plan in the area of ICT field. Position ICT as a strategic enabler in the implementation and advancement of radical economic transformation. Work closely with the Provincial GITO Forum/ICT Forum. Effective and efficient management of resources in line with PFMA, Preferential Procurement System and other relevant Policies and Government Prescripts. Develop and institutionalise performance and accountable management systems at both strategic and operational level. Work closely with Schools in the promotion of ICT education and training. Ensure and facilitate continuous accreditation of education and skills programs. Initiate and facilitate the registration and accreditation of the academy to provide further and higher education programs. Offer cutting-edge internationally recognised ICT education and training programs.

ENQUIRIES: Ms. G Brown, Tel: 051-4004913/14

APPLICATIONS: Applications must be directed to The Head Of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to in 6th floor North Wing, 113 St Andrews Building, St Andrews Street, Bloemfontein or by email tlalem@detea.fs.gov.za/nnandulenim@detea.fs.gov.za. Applications close on 09 February 2018. Late applications will not be accepted.

FOR ATTENTION: Ms K Molusi/ Ms MA Parkies.

CLOSING DATE: 09 February 2018

NOTE: Direction to Applicants: Candidates who meet the requirements can apply by quoting the reference number and submitting the following documents: Application Letter; detailed CV and certified copies of qualifications. Free State Skills Academy is a Provincial Government Information Communication and Technology Hub established to support Free State Growth and Development Strategy through the delivery of cutting-edge quality ICT skills and training programs. The Academy must position the Free State as a strategic national and global competitor in the field of ICT. Working and accounting to the board, the successful incumbent will be expected to champion the promotion of ICT through development of skills and training programs that ranges from basic skills to advance technical level and are recognised internationally. The successful incumbent together with the board will be expected to eventually transform the Academy into an educational centre and model of excellence in the ICT field.

POST 03/187: CHIEF EXECUTIVE OFFICER: FDC (5 YEAR CONTRACT) REF NO: FDC 2/1/18

SALARY: Negotiable
CENTRE: Bloemfontein
REQUIREMENTS: An appropriate Master’s Degree in Business Administration / Commerce or equivalent qualification. Extensive experience in an executive management position in a similar or equivalent environment. A valid driver’s license.
DUTIES: Provide Strategic Leadership to lead, grow and diversify the FDC within its legislated mandate. Lead the promotion and development of small, medium and micro enterprises with funding by advancing loans and providing development support and assisting those in financial distress. Lead the initiation of economic empowerment projects that will grow the Free State economy and benefit its people. Oversee the management and growth of the FDC’s extensive property portfolio as a means of generating income and foster economic growth and development. Lead the promotion of trade and investment in the Province through the identification, analysis, and marketing of investment and trade opportunities in...
the province. Oversee the management and the viability of FDC subsidiaries and associate companies on behalf of the FDC board. Undertake, at the request of the responsible Executive Authority or other stakeholders or agencies, activities for which the necessary resources can be secured and which, with the agreement of the board of directors, will contribute to the strengthening of the provincial economy.

ENQUIRIES: Ms. J Mosholi at 0723453048
APPLICATIONS: Applications must be directed to The Head Of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to in 6th floor North Wing, 113 St Andrews Building, St Andrews Street, Bloemfontein or by email tlalem@detea.fs.gov.za/ mdanduleni@detea.fs.gov.za. Applications close on 09 February 2018. Late applications will not be accepted.

FOR ATTENTION: Ms K Molusi/ Ms MA Parkies.
CLOSING DATE: 09 February 2018
NOTE: Free State Development Corporation is a schedule 3D Provincial Government business enterprise in terms of the Free State Development Corporation Act, 1995 (Act No.6 of 1995) Direction to applicants: Candidates who meet the requirements can apply by quoting the reference number and submitting the following documents: Application Letter; detailed CV and certified copies of qualifications.

DEPARTMENT OF HEALTH

OTHER POSTS

POST 03/188: SENIOR PERSONNEL PRACTITIONER: (4 POSTS) REF NO.: H/P/1

SALARY: R281 418. per annum.
CENTRE: Human Resource Management: Corporate Office
REQUIREMENTS: Grade 12 Certificate/NQF equivalent. Diploma or Bachelor’s Degree requiring a minimum of three years. Persal training. 3 Years’ experience in Human Resource Management related matters.
DUTIES: Oversee the handling of leave, General Service Benefits and overtime. Supervision, training and advice on human resource related matters. Develop and review all policies, directives and circulars. Implement a database for the recruitment processes in the Department. Prepare leave reports to clarify issues, make recommendations etc. Approve/ authorize the implementation of human resource practices on Persal and update information manually and electronically to ensure that accurate information is maintained. Coordinate, liaise and address all enquiries regarding leave, Service Conditions and Overtime
ENQUIRIES: Mr S I Makhema, Telephone number: (051) 4081882
APPLICATIONS: The Director, HRM and Planning, (Contact person: Mr M J Mokgampanyane), P O Box 227, Bloemfontein or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
CLOSING DATE: 06 February 2018

POST 03/189: ADMIN OFFICER: REF NO: H/A/50

SALARY: R226 611. per annum
CENTRE: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS: An Appropriate three (3) year Degree, with Accounting or National Diploma in Accounting or equivalent qualifications. Computer literacy. Recommendations: Appropriate experience in the budgeting environment in the Public Sector. Knowledge of relevant acts, regulation, policies, Public Finance Management and Treasury Regulations. Ability to work under pressure with strict deadlines. Knowledge in BAS, PERSAL, PFMA.
journalizing of personnel expenditure where applicable. Calculation and updating of all MTEF-report and data tables. Receipt process and scrutinizing all Payrolls i.r.o Programmed 5. Writing of Monthly, Quarterly and yearly reports regarding personnel finance. Calculate financial implications regarding the Re-Activation of posts. Keep record of the movement on the staff establishment.

ENQUIRIES: Mr. Kwame Kwakwa: Telephone number: (051) 405 3218
APPLICATIONS: Chief Executive Officer, Universitas Hospital, (Contact Person Me. Finger, Room 1103 or Ms Steenkamp Room 1104) Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1103/1104, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

CLOSING DATE: 06 February 2018

POST 03/190: MESSENGER: (3 POSTS): REF NO: H/M/11

SALARY: R90 234, per annum
CENTRE: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS: Grade 10. Must be able to write and read. Time management. Planning and organizing skills. Ability to work under pressure. Recommendations: Appropriate experience
DUTIES: Delivering and fetching of post, circulars and other documentation between departments in Universitas Hospital as per allocated route on a three monthly rotation basis

ENQUIRIES: Ms. A Potgieter: Telephone number: (051) 405 3668
APPLICATIONS: Chief Executive Officer, Universitas Hospital, (Contact Person Me. Finger, Room 1103 or Ms Steenkamp Room 1104) Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1103/1104, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

CLOSING DATE: 06 February 2018

POST 03/191: GENERAL WORKER: (11 POSTS) REF NO.: H/G/6

SALARY: R83 766, per annum
CENTRE: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS: ABET training. Able to read and write. Physical fitness to perform tasks. Must be willing to work shifts and on public holidays. Recommendations: Previous cleaning experience
DUTIES: General Hygiene in hospital and environment as follows: Perform cleaning service of a routine nature by utilizing a variety of aids: (brooms, mops, vacuum cleaners and polishers to ensure a high level of hygiene in the offices, bathrooms, sluice in other areas. To keep and maintain cleaning materials and equipment. Control and record the usage of household aids and cleaning materials. Ensure safekeeping of cleaning materials

ENQUIRIES: Mr. T Mhlakaza: Telephone number: (051) 4053964
APPLICATIONS: Chief Executive Officer, Universitas Hospital, (Contact Person Me. Finger or Ms Steenkamp) Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1103/1104, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

CLOSING DATE: 06 February 2018

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

APPLICATIONS: Mr AJ Venter, Head: Corporate Administration, Department of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955

CLOSING DATE: 02 February 2018

NOTE: Directions to applicants: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational
qualifications and supporting documents such as an identity document, drivers’ license etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

POST 03/192 : HEAD OF DEPARTMENTS: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURES REF NO: HOD: PW&IS

SALARY : R1 782 687.00 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.

DUTIES : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES : Mr. A.J. Venter, telephone 051 405 4926

NOTE : These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency
assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 03/193: HEAD OF DEPARTMENTS: DEPARTMENT OF POLICE, ROADS AND TRANSPORT

REF NO: HOD: P, R & T

SALARY: R1 782 687.00 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES: Mr. A.J. Venter, telephone 051 405 4926

NOTE: These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a
technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications.

ERRATUM: Kindly note that the post of Medical Specialist (Psychiatrist), Ref CCRC MED 08/01 published in DPSA vacancy circular 02 dated 12 January 2018 with the closing date of 26 January 2018 was advertised with the incorrect post title; the correct post title should read as follows: Medical Officer Grade 1-3. Kindly note that the post of Chief Physiotherapist Grade (1 Post), Ref No: CHBAH67 published in DPSA vacancy circular 02 dated 12 January 2018 was advertised with the incorrect enquiries; the correct enquiries is Ms. E. Haarhoff.

MANAGEMENT ECHELON

POST 03/194: MEDICAL SPECIALIST REF NO: HRM 03/2018
Directorate: Medical Oncology

SALARY: R991 857 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Appropriate qualification that allows specialist registration with the HPCSA as Specialist Medical Practitioner. Appropriate computer literacy. Ability to work with Specialist Physicians and Medical Officers. Willingness to do Clinical research.

DUTIES: Ward rounds, Outpatients clinics, Clinical training ward rounds, Small Group tutorials, Lectures. Must participate in Clinical Research.

ENQUIRIES: Prof L M Dreost Tel: (012) 354 1054

APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 02 February 2018

POST 03/195: MEDICAL SPECIALIST GRADE 1 – 3 (INTERNAL MEDICINE) X 1, REF NO.: REFS/002284
Directorate: Clinical Services

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

CENTRE: Tambo Memorial Hospital

REQUIREMENTS: MBchB degree plus Specialist qualification. Registration with HPCSA in the relevant speciality.

DUTIES: Rendering of specialized clinical services, general procedures and management of patient’s care according to the department’s standard. Maintain clinical, professional and ethical conduct. Participate in clinical audits activities and quality improvement programs. Participate in all academic activities of the department and the hospital. Assist with the development protocols. Provide support and advice to the HOD of the discipline and assist in the smooth running of the department. Deputise for the HOD during his or her absence. Participation in commuted overtime is mandatory.

ENQUIRIES: Dr. A. Christoforou Tel: No: 011 898 8320

APPLICATIONS: Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at www.gautengonline.gov.za

CLOSING DATE: 26 January 2018
POST 03/196 : SENIOR MANAGER PHYSICIST/ ACADEMIC AND CLINICAL HEAD OF MEDICAL PHYSICS REF NO: HRM 02/2018
Directorate: Radiation Oncology

SALARY : R948 174 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate. Proof of registration with HPCSA as a Medical Physicist. M. Sc/PhD Medical Physicist with at least 7-10 year experience in Clinical/Medical Physics. Good knowledge of IMRT and Stereotactic Radiotherapy. Advanced knowledge of equipment and specifications. Previous research experience will be an added advantage. Excellent communication skills. Good interpersonal skills. Excellent health record. Problem solving skills and initiative are very important. Experience in staff management and administration
DUTIES : Overall management of the Medical Physics department. Responsible for management of the Medical Physics services and radiation safety programmes in Radiation Oncology, Nuclear Medicine and Radiology. Writing equipment specifications appropriate for service delivery objectives in Radiation Oncology, Radiology and Nuclear Medicine. Coordination, accreditation and supervision of the medical Physics academic education and internship programme. Participation in Registrar and student radiation therapy teaching and research in line with the Department aims. Participation in SBAH management, equipment and maintenance committees. Responsible for the management of medical physics staffing including scheduling, recruitment, interviewing and performance management and appraisal.
ENQUIRIES : Prof. R Lakier Tel: (012) 354 1184
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 02 February 2018

OTHER POSTS

POST 03/197 : MEDICAL OFFICER REF NO: HRM 04/2018
Directorate: Medical Oncology

SALARY : R736 425 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.
ENQUIRIES : Prof L M Dreost Tel: (012) 354 1054
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 02 February 2018

POST 03/198 : OCCUPATIONAL THERAPIST REF NO: HRM 05/2018
Directorate: Occupational Therapy

SALARY : Grade 1 R281 148 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Degree/Diploma in Occupational Therapy. Post graduate diploma in vocational rehabilitation would be an added advantage. Appropriate clinical experience in the field of occupational therapy. Current registration with HPCSA as an Occupational
Therapist is compulsory. Knowledge and interest in vocational rehabilitation would be an added advantage. Computer literacy is essential.

**DUTIES**

- Rendering comprehensive clinical work to inpatients and vocational rehabilitation service including functional capacity evaluations/assessments and report writing.
- Assist in the management of all resources of the vocational rehabilitation subsection, including supervision and performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

**ENQUIRIES**

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

**APPLICATIONS**

- Mr. T Ncwane Tel: (012) 354 2848

**CLOSING DATE**

- 02 February 2018

**POST 03/199**: ORAL HYGIENIST GRADE I; II; III

**Directorate**: Periodontics and Oral Medicine

**SALARY**

- R281, 148. – R473, 445. per annum (plus benefits)

**CENTRE**

- University of Pretoria Oral Health Centre

**REQUIREMENTS**

- A Bachelor of Oral Hygiene degree or a Diploma in Oral Hygiene with expanded functions. Registration with HPCSA as an Oral hygienist. Minimum of 5 years’ experience. Basic computer skills. Teaching experience (preferably in Periodontology). Experience in the supervision and assessment of students, as well as curriculum development. Recommendations: Postgraduate qualification, preferably in the field of education and training. Research experience or publications.

**DUTIES**


**ENQUIRIES**

- Prof AW van Zyl. Tel. No 012 319 2336/2312

**APPLICATIONS**

- Quoting the relevant reference number. Direct applications must be delivered to Ms. N kubheka, Human Resource Management at Louis Botha Building A, Room 1.10, 6 Dr Savage Road, Riviera, Pretoria. Or mailed to PO Box 1266 Pretoria, 0001 NB! Attach certified copies of your Qualifications, Identity document, Curriculum Vitae, HPCSA Registration and Z83 must be attached or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

- 02 February 2018

**NOTE**

- Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**POST 03/200**: MATERIAL RECORDING CLERK LEVEL FIVE (5) REF. NO.: 002295 NO. OF POST: 01

**CENTRE**

- Mamelodi Hospital

**SALARY**

- R152 862 per annum (plus benefits)

**REQUIREMENTS**

- Grade 12 or equivalent qualification, plus three years credible experience in the field of procurement, computer literacy, good communication skills, knowledge in stock management, knowledge of provisioning administration, SAP, PFMA and Treasury regulations and instructions. Experience in in hospital environment will be added advantage.
DUTIES: Management and control of inventory, maintaining minimum and maximum stock levels. Conducting stock taking. Issuing and receiving of stock. Compilation of monthly stock balance report in line with demand plan and minimum and maximum procedure. Compile demand plan for all the commodities in the warehouse.

ENQUIRIES: Mr. S.M Mokoena, (012) 841 8361

NOTE: All shortlisted candidates will be subject for verification. Applications to be sent to Mamelodi Regional Hospital, 19472 Serapeng Street, Tsamaya road.

CLOSING DATE: 26 January 2018

POST 03/201: OPERATOR CSSD (1POST) REF NO: TDH01/2018.
Directorate: Nursing

SALARY: R107 886. per annum (plus benefits)

CENTRE: Tshwane District Hospital

REQUIREMENTS: Grade 12 or equivalent. Good interpersonal relations, reading and writing skills, telephone etiquette and communication skills. Be able to cope with the physical demand of the position and work under pressure. Manage time effectively. Willing to work shifts, weekends, night and public holiday.

DUTIES: Responsible for cleaning, receive unsterile packs from the wards and check that they are complete and in good working condition. Washing of the instruments, packing and autoclaving and issuing of sterile packs to the wards. Folding, packing and autoclaving various towels, gowns and small packs. Effective utilization of human and financial resources. Adhere to safety measures. Effective handling of cooled down items to be packed in sterile store area. Maintenance of general hygiene and tidiness of the complex

APPLICATIONS: All applications received for the posts should be sent to Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

ENQUIRIES: Mrs Mothlaga DS: Tel 012-354 7600

CLOSING DATE: 02 February 2018

GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE: 09 February 2018, 12H00 No late applications will be considered.

NOTE: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 03/202: SERVICE MANAGER: OFFICE OF THE CHIEF FINANCIAL OFFICER (REFS/002306)

SALARY: R657 558. per annum (all-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: Applicants must be in possession of a Matric plus NQF level 6 in Finance coupled with minimum of 3-4 years’ experience in the Finance environment in the public sector. Competencies –PFMA, Public Service Regularizations and Resolutions, decision making, analytical, financial management, planning and organising, people management, problem solving, conflict management, verbal and written communication, report writing, and computer literacy.
DUTIES:

Provide administrative and office support to the CFO. Oversee logistical and administrative arrangement for meeting and other engagements in the office of the CFO. Manage the consolidation of operational plans and reviews in accordance with Departmental Strategic Plan. Ensure that the Business Plan and Procurement Plan are submitted to the Office of the CFO for approval by the Accounting Officer. Compile the year planner for the office. Set up and maintain administrative systems in the Office of the CFO that will contribute towards improving efficiency in the office. Oversee and advise on the effective flow of information and document to and from the office of the CFO and advice the CFO accordingly. Quality-assure and edit all documentation for both internal and external consumption. Ensure that Interim & Annual Financial Statements are submitted to the Office of the CFO timeously. Ensure that Section 40 reports are submitted to the office of the CFO as prescribed. Manage the human resource related aspects to the staff in the office of the CFO, which includes performance management and training & development programmes. Liaise and communicate on a regular basis with the office of the HOD, internal and external stakeholders in ensuring understanding and expectations with regards to documents to be submitted to the CFO. Determine and collate information with regards to the budget needs of the office of the CFO. Keep records of expenditure commitments, monitor expenditure. Ensure effective communication takes place between the office of the CFO and other units within the Department.

ENQUIRIES:
Ms U Ndobeni - (011) 355 - 4042
APPLICATIONS:
Please apply online at www.gautengonline.gov.za

POST 03/203:
ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT (REFS/002301)

SALARY:
R334 545. per annum

CENTRE:
Johannesburg

REQUIREMENTS:

DUTIES:
The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Conduct risk assessments at enterprise/business unit and project level; Compile a Risk Register/Risk Profile and ensure that it is consciously updated by risk owners; Compile monthly risk report for management decisions on the effectiveness of risk mitigation measures; Advise and report on actual noncompliance, incidence and losses incurred; Ensure combine assurance by collaborating and linking risk management efforts with assurance/audit findings and internal control findings; Assist in maintaining an effective system of internal control.

ENQUIRIES:
Ms Z Makhubo Tel No - (011) 355 – 4841.
APPLICATIONS:
Please apply online at www.gautengonline.gov.za

NOTE:
A successful candidates must be willing to undergo a security clearance.

POST 03/204:
ASSISTANT DIRECTOR: SERVICE DELIVERY MONITORING AND BATHO PELE (REFS/002304)

SALARY:
R334 545. per annum

CENTRE:
Johannesburg

REQUIREMENTS:
Applicants must be in possession of an appropriate NQF level 6/National Diploma in Public Management or Public Administration. A Bachelor's degree in Public Management or Public Administration will be an added advantage. 3 years' experience in the field of Service Delivery Improvement (Batho Pele). A valid South African drivers' license. Core Competencies: Management and Report writing skills. Excellent communication and interpersonal skills. Facilitation skills. Leadership skills. Customer care orientation. An understanding of the housing delivery programme. Ability to function well under pressure and meet prescribed deadlines. Self – starting attitude. Ability to work in a dynamic environment as part of a multidisciplinary team. Problem identification and resolution.

**DUTIES**

- Facilitate the development of the Department's credible service standards,
- Participate in the development and implementation of the Service delivery charter, Service Delivery Improvement Plans and coordination of the Service Delivery Improvement Plan in line with the Departmental Strategic Plan, Annual Performance Plan and Service Delivery Model. Thorough benchmarking with other national and international practices.
- Support and Monitor all change management initiatives in the Department that are aimed at Improving Service Delivery. Audit and report on compliance of service delivery initiatives aligned with Batho Pele Principles. Coordinate Management Performance Assessment Tool (MPAT) and ensure systems are in place to sustain and/or improve the Department’s performance. Ensure timeous submission of quality progress reports to relevant institutions. Conceptualize, plan and execute departmental client satisfaction surveys. Manage junior officials through PMDS.

**ENQUIRIES**

Ms M Mbatha - (011) 355 - 3533

**APPLICATIONS**

Please apply online at www.gautengonline.gov.za

**NOTE**

People who previously applied are encourage to re-apply.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 03/205**

CHIEF FINANCIAL OFFICER REF NO: SD/2018/01/01

**SALARY**

R1 127 334+ per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum.

**CENTRE**

Head Office (Office of the Chief Financial Officer)

**REQUIREMENTS**

- An undergraduate qualification NQF level 7 as recognised by the South African Qualification Authority in the field of Finances /Accounting. Minimum 5 years' Senior Management experience in the Public finance, internal audit and financial management environment, Procurement, Risk Management and Strategic Policy. A relevant post graduate qualification and or Chartered Accountant qualification will be an added advantage. Excellent knowledge of accounting principles. Must
have in-dept knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework and Public sector financial frameworks and instruments as defined by National Treasury, B.B.B.E.E Policy framework. A valid driver’s licence. Proven strategic leadership, financial management, business partnering, auditing practices, general management, problem solving and decision making, communication, analytical and advanced program/project/resource management skills. The ability to meet strict deadlines and work under pressure. Knowledge of the Department’s constitutional mandate and its relationship with National and other stakeholders.

DUTIES:
- Provision of the key strategic support in Management and Financial Accounting Services. Plan and control activities pertaining to the functions of the Chief Directorate. Establish and maintain effective, efficient and transparent systems of financial, Risk Management and Internal Control. Design and implement systems for the tracking of unauthorized, irregular, fruitless and wasteful expenditure. Ensure management of assets as well as department's compliance to legislative and audit commitments. Design and implement budget control measures i.e. prevention of unauthorized expenditure, management of shortfalls of budget allocation. Provide effective management between main divisions within votes. Oversee the preparation of Departmental Financial statements. Oversee the submission of Financial Reports to the Auditor General and other oversight bodies. Manage and effect financial delegations within the Department in terms of the PFMA. Management of staff and resources within span of control. Develop and implement financial management strategies to ensure the long terms sustainability of the Department. Provide support to the Head of Department as Accounting Officer as required by the PFMA.

ENQUIRIES:
Mr. H Pillay Tel: (011) 227-0067

APPLICATIONS:
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention: Mr H Pillay, Tel: (011) 227 0067 or posted to: Private Bag X35, Johannesburg, 2000

CLOSING DATE:
02 February 2018

NOTES:
Successful candidates will be subjected to security clearance as well as competency assessment.

OTHER POST

POST 03/206:
PERSONAL ASSISTANT
REF NO: SD/2018/01/02

SALARY:
R226 611 per annum plus benefits

CENTRE:
Head Office (Chief Directorate: Research and Policy, Stakeholder Relations and Population Development)

REQUIREMENTS:
Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration

DUTIES:
Provide Secretarial/Receptionist support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compiles all necessary documents for manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up progress made. Support the manager with the administration of the manager's budget.
Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**: Ms T Mbhense; Tel: 011 355 7703

**APPLICATIONS**: Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms T Mbhense Tel- (011) 355 7703 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 02 February 2018

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**GAUTENG PROVINCIAL TREASURY**

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

**APPLICATIONS**: Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE**: 02 February 2018

**NOTE**: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(s) allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

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**MANAGEMENT ECHELON**

**POST 03/207**: CHIEF DIRECTOR: RISK MANAGEMENT (5 YEAR FIXED TERM) Performance Based Employment Contract

**Directorate**: Financial Governance

**SALARY**: R1 127 334. per annum (All-inclusive package)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A minimum undergraduate qualification (NQF level 7) in the disciplines of Bcom Risk management, Internal audit, Financial Management/Accounting. The candidate must have 7 years of experience in Risk management 5 years of which is at senior managerial level.

**DUTIES**: Develop and/or identify risk management best practice for use in GPG. Review and update the risk management policy framework and provide focused training to ensure proper implementation. Provide a comprehensive range of support services to Provincial Departments, Municipalities and Trading Entities to build capacity and attain operational excellence in risk management. Provide specific support to address risk issues identified in internal and external audits. Develop the combined assurance framework and the implementation plan thereof.
Development of the risk appetite and tolerance levels in public sector. Ensure effective implementation of internal audit standards and frameworks. Develop provincial wide risk register. Ensure effective functioning of audit and risk committees in the province.

ENQUIRIES: Ms Bulelwa Mtshizana (011) 227 9000

POST 03/208: CHIEF DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT (5 YEAR Fixed Term Performance Based Employment Contract).
Directorate: Provincial Supply Chain Management

SALARY: R1 127 334. per annum (All-inclusive package)
CENTRE: Johannesburg

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA e.g Degree in Commerce or supply chain. A relevant postgraduate qualification in SCM will be an added advantage. 5 years’ experience at Senior Management Level. At least ten years’ experience as a procurement and supply chain professional. accustomed to leading and managing a business unit. Experience and understanding of the South Africa market place. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement.

DUTIES: The incumbent will be responsible to: develop SCM strategies, provide leadership and direction on socio-economic transformation agenda of government for the Gauteng province. Implement the transformation, modernisation and revitalisation strategies and ensure that the township economic revitalisation strategy is effectively implemented in Gauteng province. Devising a procurement strategy that supplier development optimises the balance between achieving lowest cost purchases and sustainable SMME development. Roll-out and implementation of strategic sourcing in the province. Implement e-procurement and integrate SCM systems for in order to gain efficiencies. Perform oversight of supply chain across GPG, departments, entities and municipalities, monitor compliance with SCM prescripts, policies, processes and procedures and implement interventions where such are needed.

ENQUIRIES: Ms Bulelwa Mtshizana (011) 227 9000

Directorate: Provincial Supply Chain Management

SALARY: R948 174. per annum (All-inclusive package)
CENTRE: Johannesburg

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management/Finance. A relevant postgraduate qualification will be an added advantage. 5 or more years’ of experience at Middle/Senior Management level. 5 years or more years’ experience in the Supply Chain Management strategic sourcing field.

DUTIES: To provide strategic procurement related services to client departments and entities; Assist in the development of sourcing strategies that will aid GPG strategic procurement of commodities; Manage and oversee the implementation of strategic sourcing in departments; guide buyers on how they can effectively apply sourcing strategies to advance socio-economic transformation. Create sourcing teams that will analyse commodities leverage such commodities in order to achieve government socio-economic strategies and objectives; Analyse of spending patterns to assist optimise budget and planning process and enable sourcing practitioners to make better informed decisions; Establish Transversal Team Agreement to reduce inconsistencies in prices and duplication of effort; Implement Vendor Management on transversal agreements to monitor prices and quality; Responsible for developing, implementing and managing the process associated with term agreements (RFP) procurement agreement; Actively supporting the developments of accredited SMME’s through providing guidance; Providing leadership and guidance to subordinates; Responsible for setting performance targets and the measurement hereof; Analyse of production performance reports and preparation of reports for management.
ENQUIRIES : Ms Bulelwa Mtshizana (011) 227 9000

POST 03/210 : DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT (5 YEAR FIXED)
Term Performance Based Employment Contract).
Directorate: Provincial Supply Chain Management

SALARY : R948 174. per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management /Finance or related degree is required. A relevant postgraduate qualification or legal background will be an added advantage. The candidate must have extensive knowledge and implementation of SCM laws, regulations, norms, standards and governance requirements. In addition the candidate must also have been involved in the development of policy, norms and standards. Candidate must have 5 years of experience at MMS/SMS level. 5 years of policy development, implementation and assessment experience.

DUTIES : To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Monitor and evaluate these reforms for continuous improvement. Analyse individual institution policies to ensure compliance; Review, update and roll out the Provincial and Municipal SCM Framework for implementation; Develop implementation guidelines for all practise notes, instruction notes and circulars issued by National Treasury; Manage the development of relevant legislation; Conduct business process analysis for the refinement of internal control environments; Develop and roll out standard operating procedures; Issue prompt communication and dissemination of all SCM related information from National Treasury to all institutions; Render SCM strategic support to all institutions; Preparation of various reports; Supervise and monitor operations and resources including provision of training and development.

ENQUIRIES : Ms Bulelwa Mtshizana (011) 227 9000

POST 03/211 : DIRECTOR: ASSET MANAGEMENT (5 YEAR FIXED)
Term Performance Based Employment Contract).
Directorate: Assets Management

SALARY : R948 174. (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A minimum undergraduate qualification (NQF Level 7) in the disciplines of Accounting. The candidate must have seven (7) or more years of experience in Financial Accounting or Asset Management, 5 years of which is Middle/Senior Management experience; should have a valid driver’s license. Should have knowledge of accounting principles especially related to assets and inventory. Understanding of the PFMA, Treasury Regulations and all other relevant prescripts.

DUTIES : The incumbent will be responsible to ensure the implementation and monitoring of the Assets and inventory management policies for GPG departments and entities. Provide continuous technical advisory support and guidance on implementation of the assets and inventory management frameworks and guidelines within GPG departments and entities. Identify assets management capacity gaps within GPG departments and develop strategies to address these gaps. Provide support in the implementation of systems and processes for GPG departments and entities. Ensure the implementation of assets and inventory management reforms. Assist in clearing audit queries and assist in development and implementation of audit action plans. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Assets management sub-unit. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.
ENQUIRIES : Ms Bulelwa Mtshizana (011) 227 9000

OTHER POSTS

POST 03/212 : DEPUTY DIRECTOR: MONITORING AND REPORTING
Re-advertisement. This position was previously advertised in Circular 50, post 50/296. Those who applied previously should not re-apply as their applications will be considered.
Directorate: Office of the Deputy Director General: Financial Governance

SALARY : R657 558. per annum (All- inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three tertiary qualification (NQF level 6) as recognised by SAQA in either of the following disciplines Public Administration/Management, Social Science (Research & Sociology), accounting/ Finance. In addition, the candidate must have a certificate in M&E or a post-graduate diploma with M&E as major. 3 -5 years’ experience as an Assistant Director in the field of Monitoring and Reporting. Experience in planning, design and implementation of Monitoring & Evaluation systems. Data and information analysis and ability to present performance information reports to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, and be computer literate.

DUTIES : The successful candidate will render strategic support with the operations within the Office of the Deputy Director-General: Financial Governance. Coordinate the consolidation of the Branch’s strategic plan, annual performance plan and operational plan as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof. Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress. Liaise with the internal and external stakeholders on behalf of the Deputy Director General. Ensure the creation of coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General. Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings.

ENQUIRIES : Mr HR Tsotetsi, Tel No: 011 227-9000

POST 03/213 : HELP DESK CLERK: HUMAN RESOURCE ADMINISTRATION
Chief Directorate: Corporate Services

SALARY : R152 862 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12, 2 years relevant experience. Knowledge of HR policies, procedures and legislation.

DUTIES : The incumbent will be responsible for; ensuring availability on all services within HR Component. Prioritize and assist all employees with telephone and walk-ins queries regarding HR matters. Follow up on enquiries to ensure that appropriate action is taken. Perform daily administrative operations of the human resource department; interact with employees, management and other business associates. Track and manage all incoming and outgoing documents and ensure compliance. Track and manage queries, to make sure that all queries are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld at all times. Provide first line support where queries are easy and quick to resolve. Provide weekly reports on a number of queries received, outstanding and not resolved. Escalate unresolved queries and track progress. Knowledge, interpretation and compliance of HR policies, procedures and legislation. Ensure confidentiality at all times.

ENQUIRIES : Ms Bulelwa Mtshizana (011) 227 9000
ANNEXURE P

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE : 16 February 2018

NOTE : All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, certified copies of qualifications and ID not older than three (3) months. Where an advertisement states that a valid driver’s licence is required, please submit a certified copy of your licence. Failure to submit the requested documents will result in the application not being considered. Please take note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts.

Applicants in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.

MANAGEMENT ECHELON

POST 03/214 : DIRECTOR REF NO: C1/18/1
Directorate: Supply Chain Management

SALARY : R948 174 – R1 116 918 per annum (An all-inclusive remuneration package) (Salary level 14) Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE : Head Office: Polokwane

DUTIES: Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management). Manage the implementation of the Departmental Annual Procurement Plans. Ensure compliance with Supply Chain Management Legislative Framework. Prepare management reports on procurement. Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves). Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor SCM supplier performance and complaints register.

ENQUIRIES: Mrs S Pelser (015) 293 8678
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department and may also be subjected to a competency assessment.

OTHER POST

POST 03/215: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: C1/18/2
Directorate: Supply Chain Management

SALARY: R657 558 – R774 576 per annum (All-inclusive remuneration package) (Salary level 11)
CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus three-year National Diploma or Degree in Supply Chain Management / Logistics / Purchasing / Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. Knowledge: Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, CIDB, BBBEE and Treasury Regulations. Knowledge of LOGIS; Skills: Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical / innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline dates.

DUTIES: Monitor the rendering of price quotations and bid administrations. Monitor the administration of acquisition management plans in line with HRM practices, eg PMDS, training and on the job coaching. Render Secretariat services to the Departmental Bid Committees and coordinate bid committees. Coordinate budget

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ENQUIRIES : Mrs S Pelser (015) 293 8678

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

The Limpopo Provincial Administration is an affirmative action employer. Suitable women and people with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No.55 of 1998. The Limpopo Provincial Administration would like to invite suitably qualified candidates who are creative, energetic, self-driven and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for position as it appears below.

APPLICATIONS : Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or delivered personally at 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, Registry Office, Ground floor.

FOR ATTENTION : Mr. Junior Maboya / Mr. Mzamani Masangu

CLOSING DATE : 16 February 2018 at 16H00

NOTE : Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department) which must be completed in full, originally signed and dated by the applicant. The application should be accompanied by recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e positions held and dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver’s license. Failure to submit certified copied and required documents will result in the application not being considered/disqualification. Applications received after the closing date, faxed or e-mailed will not be considered. Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidates must be willing to sign an oath of secrecy with the Department. Foreign nationals are requested to attach SAQA accreditation of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub – section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. All shortlisted candidates for this post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The recommended candidate will be subjected to security clearance procedures. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose their financial interests in accordance with the applicable prescripts. The successful candidate will have to disclose membership of Boards and directorships that he/she may be associated with. If it is a first time appointment in the Public Service the successful candidates will be appointed on probation for period of twelve (12) months.

ENQUIRIES : Mr. Junior Maboya or Mr. Mzamani Masangu at telephone numbers 015 – 287 6290 / 6095 respectively.
MANAGEMENT ECHELON

POST 03/216 : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS & INFRASTRUCTURE
(FIVE (5) YEARS FIXED TERM CONTRACT) REF NO: OTP / 01 / 18 / 01

SALARY : R1 370 973 per annum. SMS Grade D, salary level: 15
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA. 8-10 years’ experience at a senior managerial level (3 years must be as a member of SMS within any organ of State as defined in the Constitution, Act 108 of 1996). Proven managerial skills. Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels. Competencies: Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytical thinking. Key Competencies and Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations; Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them; Maintain high quality standards in the output and encourage others to meet similar standards; Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes; Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate; Manage allocated resources, both human and capital, effectively, economically and efficiently; Prepare and Manage strategic plans, business plans and budgeting of the Department;

DUTIES : The successful candidate will be the Head of Department and Accounting Officer responsible for: - Establish strategic direction of the department to ensure alignment with mandates by-Providing Departmental Management and Planning; Providing Corporate Governance in the Department; Providing Executive authority and management support. Provision of strategic support in the delivery of integrated and comprehensive Infrastructure, EPWP and Immovable property. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (Financial, Human, Technological and Physical) by; providing financial management and corporate services in the department; manage the provision of infrastructure planning and design services. Ensure provision of infrastructure construction management services in line with approved provincial Infrastructure Delivery Management System (IDMS). Manage provincial government immovable property and Departmental facilities in line with Government Immovable Asset Management Act (GIAMA). Manage the maintenance of roads infrastructure in the Province. Manage and coordinate the implementation of Expanded Public Works Programme (EPWP) in the Province.
PROVINCIAL ADMINISTRATION WESTERN CAPE
DEPARTMENT OF EDUCATION

MANAGEMENT ECHELON

POST 03/217 : DISTRICT DIRECTOR: METROPOLE SOUTH EDUCATION DISTRICT OFFICE,
MITCHELL’S PLAIN (REF: PS 1)
(Branch: Institution Development and Coordination)
(Chief Directorate: Districts)

SALARY : R948 174 (Salary Level 13).
CENTRE : Cape Town, Mitchell’s Plain
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level within an educational environment. Additional requirements: Proven relevant management experience in an education environment. Valid drivers’ licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.

DUTIES : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists; Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS), Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRIES : Mr A Meyer (021) 467-2089
CLOSING DATE : 02 February 2018

POST 03/218 : DIRECTOR: COMMUNICATION (REF: PS 2)

SALARY : R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE : Cape Town, Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level.

DUTIES : Provide a communication strategy service: Develop and manage the WCED communications strategy and oversee overall implementation of associated communication plan for the Department. Plan, manage and ensure effective execution of communication strategies for departmental initiatives/programmes/campaigns. Co-ordinate, source, develop and manage the digital ecosystem Manage, develop, promote and monitor use of the WCED ePortal facility. Develop and implement a plan for the design and development of resources in the digital ecosystem. Develop all necessary systems and processes to monitor, evaluate and statistically report on e-Content and utilisation of digital resources deployed in support of the e-Education strategy. Provide a corporate communication service (including Edumedia): Render an editorial and media service. Liaise with media and ensure effective WCED media coverage. Render a media monitoring service, and identify and advise on contentious media issues. Draft speeches, articles and presentations. Act as Departmental spokesperson Promote and develop internal and external communications, e.g. newsletters, videos and multimedia. Develop and manage WCED website, general online presence and social media identity Ensure innovative and meaningful utilisation of technology and relevant social platforms for internal and external communications.
Provide a corporate communication service (including Edumedia): Network well and act as the primary communications liaison with other Provincial and National Governmental departments and agencies to facilitate on-going communications. Optimal promotion of the corporate image and identity of the Department. Determine, implement and review management and cooperative communication strategies. Draft communications strategy and oversee overall implementation of associated communication plan for the Department. Provide a departmental client service: Provide manage and administer a professional, effective and efficient client enquiry service for the WCED clients. Manage and develop a team of experienced communications and client service professionals who display the values of the Department. Provide an administrative support service: Render a language service. Translate documents (including examination papers) in all three official languages. Support the implementation of the WCED language policy. Render marketing and events management services Manage and implement the WCED / WGC brand identity with regard to signage and stationery. Plan, develop and manage corporate campaigns. Promote the online WCED corporate identity. Develop and manage delivery of corporate publications, e.g. annual report. Production and Publications (managing and preparing the content of corporate and departmental publications, designing corporate and departmental communication products and material, providing photographic services. Events and Public Participation (managing and co-ordinating National and Provincial events, providing communication project management services, managing a provincial contact list. Advertising, Marketing and Media Support (managing the implementation of the WCED/PGWC’s brand identity with regard to stationery, signage and branding, rendering a corporate and departmental branding support function, managing the communication database and distribution of media releases, and a media monitoring service.

ENQUIRIES : Mr BK Schreuder (021) 467-1935
CLOSED DATE : 02 February 2018

POST 03/219 : DIRECTOR: FURTHER EDUCATION AND TRAINING CURRICULUM DEVELOPMENT (REF: PS 3)

SALARY : R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level

DUTIES : Manage curriculum development initiatives and research within subject contexts according to national and provincial needs in FET. Contribute to national curriculum policy development. Manage the support, monitoring and evaluation of provincial interventions. Develop policy documents, guidelines and learner and professional learning materials in support of subject areas. Oversee the implementation of support initiatives in collaboration with the Education District offices. Manage the planning, development and provision of e-Support and e-Resources for the different subject areas. Collaborate with relevant role players to ensure the roll-out of e-Learning initiatives. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch, Chief Directorate and Directorate’s strategic planning processes. Be actively involved in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards. Report to the Chief Director: Curriculum Management and Teacher Development on a regular basis on the activities of the Directorate, and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Participate in the recruitment of appropriate staff to ensure the achievement of the Directorate’s Business Plan. Motivate, develop and guide staff professionally within the Directorate, to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Develop a human
resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate as well as a work ethic aligned to the values of the Western Cape Government. Manage and promote the maintenance of discipline and professionalism within the Directorate. Participate in the budgeting process at Branch, Chief Directorate and Directorate level. Prepare the Annual and Adjustment Budget’s for the Directorate. Take responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure. Ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Accept overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES: Mr H Mahomed (021) 467-2234
CLOSING DATE: 02 February 2018

POST 03/220: DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY (REF: PS 4)
(Branch: Education Planning
(Chief Directorate: Physical Resources)
Directorate: Infrastructure Delivery Management)

SALARY: R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE: Cape Town, Head Office

REQUIREMENTS: Appropriate built environment professional qualification (university degree). Registration with a relevant Professional Council/Board. Public sector management and/or related management experience in the delivery and oversight of infrastructure programmes 6-10 years. A valid drivers’ licence. Computer literacy


ENQUIRIES: Ms L McGlenatendolf (021) 467-2030
CLOSING DATE: 02 February 2018

POST 03/221: DIRECTOR: CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI) (REF: PS 4)
(Branch: Curriculum and Assessment Management)
(Chief Directorate: Curriculum Management and Teacher Development
(Directorate: Cape Teaching and Leadership Institute (CTLi)

SALARY: R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE: Cape Town, Kuilsriver

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA; At least 5 years’ experience at a middle/senior managerial level within an educational environment. Key performance areas: Line Management: Design learning and
development programmes. Provide curriculum and research development services. Develop learning and development programmes. Assess training and development programmes. Liaise with HEIs regarding development programmes. Market the CTLI. Deliver learning and development programmes. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the pre-service training programme. Manage awards and excellence programmes. Render support services. Render financial services. Render facility management services. Render course administration. Render general support services.

ENQUIRIES : Mr H Mahomed (021) 467-2234
CLOSING DATE : 02 February 2018

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

ERRATUM: kindly note that the post of Quality Assurance Coordinator 8 Posts published in DPSA vacancy circular 50 dated 15 December 2017, the closing date has been amended to the 12 January 2018.

MANAGEMENT ECHELON

POST 03/222 : MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 991 857 per annum,
Grade 2: R 1 134 069 per annum,
Grade 3: R 1 316 136 per annum
(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Lentegeur Hospital (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry, University of Stellenbosch)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) for Independent Practice as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist (Independent Practice) in Psychiatry. Experience:
Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry.
Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry.
Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver’s licence. Competencies (knowledge and skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.

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DUTIES: Key result areas/outputs: Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch). Other duties as assigned by the Head: Clinical Unit.

ENQUIRIES: Dr RR Allen, via Shirley.Christian@westerncape.gov.za

APPLICATIONS: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow 7500.

FOR ATTENTION: Ms G Owies

CLOSING DATE: 02 February 2018

POST 03/223: MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)
Cape Winelands District

SALARY:
Grade 1: R 991 857 per annum,
Grade 2: R 1 134 069 per annum,
Grade 3: R 1 316 136 per annum
(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Ceres Hospital

REQUIREMENTS:
Minimum educational requirement: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience:
Grade 1: None after registration with the HPCSA as Medical Specialist in Family Medicine.
Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. 
Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services). Note: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)“.

DUTIES:
(key result areas/outputs): Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district, including supervision, line Management of Medical Officers, and the maintenance of competence of medical practitioners for the Sub-district. Provide a comprehensive Primary Health Care (PHC) package of care to patients, with a person-centred approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non- communicable
diseases, mental health illnesses and HIV positive patients on ART in the Sub-District. Liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the Clinical training and learning with health care staff inclusive of registrars and under-graduate students during the course of clinical service provision.”

ENQUIRIES: Dr E Titus, Tel. No. (023) 316-9603
APPLICATIONS: The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION: Ms JB Salie
CLOSING DATE: 02 February 2018

OTHER POSTS

POST 03/224: FACILITY MANAGER: PRIMARY HEALTH CARE
Chief Directorate: Metro District Health Services

SALARY: R657 558 per annum (A portion of the package can be structured according to the individual's personal needs).
CENTRE: Elsies River Community Health Centre
REQUIREMENTS: Minimum educational qualification: Relevant health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, Private Organisation or the Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience. Note: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

DUTIES: Key result areas/outputs: General and operational management of a Community Health Centre and related services in the drainage area. Strategic and operational planning and the implementation of operational plans and clinical health programmes. Sound Financial, Supply Chain and Human Resource Management, including Staff Performance Management System. Implement the prescribed package of services. Plan and coordinate the provision of support service systems which will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communication with clients and communities served. Information Management and Quality Assurance programmes.

ENQUIRIES: Mr AE Patientia, Tel. No. (021) 815-8894
APPLICATIONS: The Director: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital, Bellville, 7530 or Private Bag X99, Bellville 7535.
FOR ATTENTION: Ms FG Malan
CLOSING DATE: 02 February 2018

POST 03/225: MEDICAL SPECIALIST GRADE 1 TO 3 (5/8TH POST)

SALARY: Grade 1: R619 911 per annum, Grade 2: R 708 792 per annum, Grade 3: R 822 585 per annum (A portion of the package can be structured according to the individual's personal needs).
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in microbiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in microbiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Microbiology. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as Medical Specialist (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Microbiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as Medical Specialist (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Microbiology. Competencies (knowledge/skills):
Demonstrated experience in the specialty especially insofar as rendering of clinical microbiology and IPC services and development and implementation of medical surveillance programs in the health care work environment, including antibiotic stewardship, implementation of IPC Bundles, etc. Demonstrated experience in postgraduate education and supervision of registrar training. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply, such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**DUTIES**

(key result area/outputs): Support the head of Unit for Infection Prevention and Control (UIPC) and guide the healthcare facilities in achieving a high standard and quality of patient care based on IPC processes as part of the Quality Assurance programme of the Western Cape. Clinical service provision in Microbiology and UIPC at a tertiary referral hospital level. Provision of other health services as required at a tertiary referral hospital e.g. health risk assessments of different work places. Provision of postgraduate training and supervision in Microbiology. Provision of on-going in-service training and supervision of medical officers, registrars and other clinical staff in microbiology health matters. Develop and implement research projects pertinent to the research agenda of UIPC services at Tygerberg Hospital. Promote prudent use of antibiotics and support activities and initiatives of the TBH Antibiotic stewardship committee in conformance with provincial and national DOH antibiotic stewardship policies and plans. Ensure effective People Management and cost effective financial management with regard to all clinical cost drivers.

**ENQUIRIES**

Dr J Meintjes, Tel. No. (021) 938-5051

**APPLICATIONS**

The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms V Meyer

**CLOSING DATE**

02 February 2018

**POST 03/226**

PHARMACIST GRADE 1 TO 3

Directorate: Pharmacy Services

**SALARY**

Grade 1: R 615 945 per annum, Grade 2: R 673 494 per annum, Grade 3: R 736 425 per annum (A Portion of the package can be structured according to the Individual’s personal needs).

**CENTRE**

Head Office, Cape Town (Based at Oudtshoorn Medical Sub-Depot)

**REQUIREMENTS**

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One-year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 5 years’ relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years’ relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 13 years’ appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years’ relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of good Pharmaceutical Practice and best warehouse practice. Computer literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy. Note: No payment of any kind is
required when applying for this post. All short listed candidates may undergo a technical competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply, such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

DUTIES:
(key result areas/outputs): Implementation and monitoring of adherence to all Standards Operating Procedure (SOP’S) and guidelines in keeping with legislative requirements and national and provincial policies. Control of DSM principles within the Oudtshoorn Medical Depot. Ensure storage, control and distribution in accordance with GPP. Supervision of stores personnel (Pharmacist’s Assistant and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist’s Assistants.

ENQUIRIES:
Mr J Vallabh, Tel. No. (044) 203-4702

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs

CLOSING DATE:
02 February 2018

POST 03/227:
OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)

SALARY:
R499 953 (PN-B3) per annum

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.

DUTIES:
Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the Neonatology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES:
Mr A Mohamed, Tel. No. (021) 404-2092

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

FOR ATTENTION:
Ms N Mbilini

CLOSING DATE:
09 February 2018
POST 03/228: OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS AND NEONATOLOGY)
Chief Directorate; General Specialist and Emergency Services

SALARY: R 499 953 (PN-B3) per annum
CENTRE: Worcester Regional Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend standby duties for the hospital. Willingness to work night shift when required. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as Midwifery and Neonatology. Knowledge of relevant legislation pertaining to Labour Relations, Nursing Legislation, related legal and ethical nursing practices, relevant Public Sector Policies and Protocols. Note: Shortlisted candidates could be subjected to a competency test on the day of the interview. No payment of any kind is required when applying for this post.

DUTIES:
Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the Critical Care department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

ENQUIRIES: Ms RM du Plessis, Tel. No. (023) 348-1104
APPLICATIONS: The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION: Ms L Koopman
CLOSING DATE: 02 February 2018

POST 03/229: CHIEF PHYSIOTHERAPIST GRADE 1
Chief Directorate: Metro District and Health Services

SALARY: R414 069 per annum
CENTRE: Mitchells Plain Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with a professional council: Registration with the HPCSA as Physiotherapist. Experience: A minimum of 3 years’ appropriate experience as a Physiotherapist after registration with the HPCSA as an Independent Physiotherapist. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Specialist clinical physiotherapeutic knowledge and skills in various conditions. Basic financial management. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES:
(key result areas/outputs): Ensure that the Physiotherapy service supports the Clinical disciplines within Mitchells Plain hospital with specific focus on the burden of disease of the geographical area. Effective clinical governance and quality assurance of the physiotherapy department. Train junior staff and students.
Effective and efficient operational management of the Physiotherapy department, including HRM, finances and asset management were applicable. Work within a multidisciplinary unit.

ENQUIRIES : Mr M Sondai, Tel. No. (021) 377-4806
APPLICATIONS : To the Chief Executive Officer: Mitchell’s Plain District Hospital, Private Bag X9, Mitchell’s Plain, 7789.
FOR ATTENTION : Ms CC Johnson
CLOSING DATE : 09 February 2018

POST 03/230 : OPERATIONAL MANAGER NURSING (GENERAL: MEDICAL WARD, FEMALE)
Chief Directorate: Metro District Health Services

SALARY : R394 665 (PN-A5) per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape.

ENQUIRIES : Ms G Mashaba, Tel. No. (021) 360-4200
APPLICATIONS : To the Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 02 February 2018

POST 03/231 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: RESPIRATORY CLINIC)

SALARY : R394 665 (PN-A5) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hour’s or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as Labour Legislation and relevant Public Sector Policies, guidelines and protocols. Good verbal and written
communication skills in at least two of the three official languages of the Western Cape. Computer skills (i.e. MS Word, Excel, PowerPoint and Outlook). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in General Nursing Science. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.

**DUTIES**

Key result areas/outputs: Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multidisciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

**ENQUIRIES**

Mr A Mohamed, Tel. No. (021) 404-2071

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mbilini

**CLOSING DATE**

09 February 2018

**POST 03/232**

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

Eden District

**SALARY**

R394 665 (PN-A5) per annum

**CENTRE**

Harry Comay Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

**DUTIES**

Key result areas/outputs: Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Coordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary teamwork). Function as a health care professional according to the applicable norms and standards.

**ENQUIRIES**

Ms LB Geweld, Tel. No. (044) 803-9000

**APPLICATIONS**

The Director: People Management and Administration, Department of Health, Eden District Office, P/Bag X6592, George, 6530.

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

02 February 2018

**POST 03/233**

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: PSYCHIATRIC NURSING SCIENCE)**

Cape Winelands Health District

**SALARY**

Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum

CENTRE: Drakenstein Sub-district

REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the specific specialty mentioned above. Inherent requirement of the job: Valid driver’s licence (Code B/EB).

Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Computer literacy (MS Word, Outlook, Excel). Good communication skills in at least two of the three official languages of the Western Cape. Analytical thinking, independent decision making and problem solving skills. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

DUTIES: (key result areas/outputs): Provide and co-ordinate an effective and efficient comprehensive mental health service within the sub district and ensure continuity of care. Work in a multidisciplinary team. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Co-ordinate the Assertive Community Treatment (ACT) project in the Sub-district. Provide support and build capacity of PHC personnel of the Sub-district, students and other health care workers. Liaise and communicate with all relevant departments (internal and external).

ENQUIRIES: Ms J Bosch, Tel. No. (021) 862-4520

APPLICATIONS: The Primary Health Care Manager, Drakenstein Sub District, Private Bag X3043 Paarl, 7620.

FOR ATTENTION: Ms A Hall

CLOSING DATE: 09 February 2018

POST 03/234: SENIOR ADMINISTRATIVE OFFICER: FINANCE
Chief Directorate: Metro District Health Services

SALARY: R281 418 per annum

CENTRE: False Bay Hospital

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate and proven experience in Finance, Revenue, Patient Administration and Supply Chain Management. Proven supervisory experience in public sector. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good computer literacy skills in (MS Office: Word and Excel). Good knowledge of LOGIS, BAS, Clinicom, AR system and sound knowledge of applicable policies (PFMA, AO system and Treasury Instructions). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Sound knowledge of all
financial systems: BAS, LOGIS, Clinicom and AR system. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Monitor, control and report expenditure and budget related issues. Manage and coordinate the finance (expenditure and revenue), SCM, patient administration activities and functions, within the hospital. Advertise, award and manage contracts and tenders and plan, implement and maintain financial control and handle audit queries. Responsible for internal controls and compliance in Finance and Supply Chain Management. Render a support function to management in terms of Supply Chain Management, budget (expenditure and revenue control). Manage and supervise Support services (Kitchen and transport). Manage all Human Resource Management and related functions within the Finance, Supply Chain Management and patient administration components.

**ENQUIRIES**

Ms S Levy, tel. no. (021) 782-1121

**APPLICATIONS**

The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Valyland, Fish Hoek, 7978.

**FOR ATTENTION**

Ms L Shoosmith

**CLOSING DATE**

09 February 2018

**POST 03/235**

**ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CONTRACT MANAGEMENT)**

Chief Directorate: General Specialist and Emergency Services

**SALARY**

R226 611 per annum

**CENTRE**

Worcester Regional Hospital

**REQUIREMENTS**

Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in the management of service contracts. Inherent requirements of the job: Ability and fitness to physically visit various internal and external hospital grounds on a daily basis. Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three Western Cape official languages. Good organisational, administrative and interpersonal skills. Knowledge of Contract or Project Management. Proven efficiency in computer literacy with Microsoft Excel and Word. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Enforcing services contractor compliance. Improving client/customer satisfaction through the contracted services. Effective and efficient Linen and Laundry Management. Effective and efficient monitoring of expenditures against budget. Managing a well organised filing system. Effective management of Human Resources.

**ENQUIRIES**

Ms ZZZ Kwinana, Tel. No. (023) 348-1277

**APPLICATIONS**

The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**

Ms L Koopman

**CLOSING DATE**

09 February 2018

**POST 03/236**

**ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**

Overberg District

**SALARY**

R226 611 per annum

**CENTRE**

Swellendam and Cape Agulhas Sub-District (stationed at Bredasdorp)

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an Information Management environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Understanding of Ditcom process. Training skills. Proficiency in at least two of the three official languages of the Western Cape. Advanced computer literacy (Ms Word, Excel, PowerPoint, and Access). Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**DUTIES**

(key result areas/outputs): Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy.
Responsible for health information management trainings and monitor data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder’s, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). Responsible for and supervise information management staff.

ENQUIRIES: Mr M Khonono, Tel. No. (028) 514 8400
APPLICATIONS: The District Director: Overberg District Office, Private Bag X7, Caledon, 7230
FOR ATTENTION: Ms A Brits
CLOSING DATE: 09 February 2018

POST 03/237: ADMINISTRATION CLERK: REGISTRY
Chief Directorate: Metro District and Health Services

SALARY: R152 862 per annum
CENTRE: Victoria Hospital
REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Medical Records, Registry and Transport department. Inherent requirements of the job: Willingness to work shifts and overtime. Willingness to rotate and/or relief personnel. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal and communication skills (verbal and written) in at least two of the three official language of the Western Cape. Computer literacy. Knowledge of Clinicom. Ability to work under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES: File documents in the applicable file neatly in chronological order. Manage Registry; Operating of the franking machine processes smoothly and efficiently. Record file movement on Clinicom. Draw files on request and obtain patient files according to appointments for the following day. File patient related documents. Manage transport department. Submit the monthly statistics on time to the GG Garage (I-Fleetman).

ENQUIRIES: Ms Y Nelukalo, Tel. No. (021) 799-1123
APPLICATIONS: To the Chief Executive Officer: Victoria Hospital, Private Bag X02, Plumstead, 7801.
FOR ATTENTION: Ms N Petersen
CLOSING DATE: 09 February 2018

POST 03/238: ADMINISTRATION CLERK: REGISTRY
Eden District

SALARY: R152 862 per annum
CENTRE: Beaufort West Hospital
REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a registry and/or archives environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, Excel and Outlook). Knowledge of policies regarding registry and archives. Knowledge of working with confidential documents. Ability to effectively multi-task, function independently and under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES: Key result areas/outputs: Open, sort, distribute and frank mail. Efficient and confidential handling of mail. Open, close, archive files and identify files to be disposed according to National Archives Act, Act 43 of 1996. Effective management of registry equipment and effective support of the Human Resource functions. Maintain updated registers. Order goods/stationary and completion of LOGIS documents.

ENQUIRIES: Mr EJ Jewel, Tel. No (023) 414-8291
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 09 February 2018
POST 03/239  :  ADMINISTRATION CLERK: SUPPORT (ENVIRONMENTAL HYGIENE SERVICES)

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in Cleaning, Contract Management, Waste Management and Personnel/Office Management. Competencies (knowledge/skills): Computer literacy (i.e. MS Word and Excel). Sound knowledge in cleaning materials/equipment. Sound knowledge of Human Resource Policies, Disciplinary Code and Procedures. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape and excellent report-writing skills. Note: Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage hygienic responsibilities within allocated areas, including the management of allocated EHS staff and contractors, as well as Waste Management. Provide a safe, cost-effective and an optimal cleaning service, including the supervision of agency staff as per contract. Provide personnel administration duties (i.e. allowances, pay sheets and leave application). Ensure an effective Human Resource Management support function to Administrative Officer with regard to areas of responsibilities such as exits, recruitment and selection and monitoring of registers.

ENQUIRIES : Mr E Cassiem, Tel. No. (021) 404-3237
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 03/240  :  ADMINISTRATION CLERK: REGISTRY

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience in the duties of this post. Inherent requirements of the job: Willingness to work irregular hours (i.e. shifts/weekends), when required. High ethical standards as incumbent will have access to confidential files. Ability to lift loads, be on their feet and concentrate for long periods. Competencies (knowledge/skills): In-depth knowledge of the HIS Clinicom system, proven knowledge of medical records processes and procedures. Knowledge and understanding of medical terminology. Ability to identify patient case notes of the various medical clinics/disciplines. Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical skills test.

DUTIES : Key result areas/outputs: Render an effective and efficient medical records service. Complete relevant Clinicom system transactions. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Collate and pack case notes in the prescribed order. Prepare case notes for scanning.

ENQUIRIES : Mr WR Weeder, Tel. No. (021) 404-4056
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
ATTENTION : Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 03/241  :  ADMINISTRATION CLERK: SUPPORT (EMERGENCY UNIT: RECEPTION)

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Inherent requirement of the job: Willingness to work 12-hour shifts and overtime on short notice (which includes night duty, weekends and Public holidays). Experience: Appropriate experience in a fees-related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing, Delta 9 and Finance instructions. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: In and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing, Delta 9 and other PGWC system computer duties, including folder control, reception tasks and attending to patient queries (verbal and written) and Folder Management. Admit, attend, transfer and discharge/disposal of patients as per PGWC Hospital Fees policies and procedures. Raising invoices as per Hospital Fees policies and perform the verifying of accounts process. Debit charge entries to invoices as per UPFS and PGWC billing procedures. Responsible to handle and receive public money.

**ENQUIRIES**

Mr Y Levy, Tel. No (021) 404-4251/Mr ME Halford, tel. no. (021) 404-5327

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mbilini

**CLOSING DATE**

09 February 2018

**POST 03/242**

**ADMINISTRATION CLERK:WARDS (EMERGENCY CENTRE)**

Chief Directorate: General Specialist and Emergency Services

**SALARY**

R152 862 (Level 5) per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Relieve other ward Clerks. Competencies (knowledge/skills): Computer literacy (MS Office), (proof must be attached). Knowledge of Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for his post.

**DUTIES**

Key result areas/outputs: Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager from patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.

**ENQUIRIES**

Ms GE Sellars, tel. no. (044) 802-4356/7

**APPLICATIONS**

The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION**

Ms P Doro

**CLOSING DATE**

09 February 2018

**POST 03/243**

**ADMINISTRATION CLERK: ADMISSIONS**

Eden District

**SALARY**

R152 862 per annum

**CENTRE**

Mossel Bay Hospital

**REQUIREMENTS**

Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Valid (Code B/EB) driver’s licence. Willingness to do 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime.
on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Knowledge of Hospital Fees Memorandum 18. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES**
Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient’s valuables. Reception tasks, attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destroy folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.

**ENQUIRIES**
Mr J Boshoff, Tel. No. (044) 604-6105

**APPLICATIONS**
The Manager: Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

**CLOSING DATE**
09 February 2018

**POST 03/244**
**ADMINISTRATION CLERK: SUPPORT**
Eden District

**SALARY**
R152 862 per annum

**CENTRE**
Knysna/ Bitou Sub-District (New Horizon Community Clinic)

**REQUIREMENTS**
Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post. A practical competency test will be part of the interview process.

**DUTIES**
(key result areas/outputs): Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

**ENQUIRIES**
Ms L Ziervogel, Tel. No. (044) 302-8400

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

**FOR ATTENTION**
Ms S Pienaar

**CLOSING DATE**
09 February 2018

**POST 03/245**
**ADMINISTRATION CLERK: ADMISSIONS**
Central Karoo District

**SALARY**
R152 862 per annum

**CENTRE**
Beaufort West Hospital

**REQUIREMENTS**
Minimum educational qualifications: Grade 12/Senior Certificate. Inherent requirement of the job: Prepared to work 12 hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Experience: Appropriate experience of patient admissions. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Ability to work under pressure. Effective communication in at least two of the three official languages of the Western Cape. Computer literate. Note: No payment of any kind is required when applying for this post.

**DUTIES**

**ENQUIRIES**
Mr R Maritz, Tel. No. (023) 414-8200

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

**FOR ATTENTION**
Ms S Pienaar

**CLOSING DATE**
09 February 2018
POST 03/246  :  ADMINISTRATION CLERK: ADMISSIONS
                Overberg District

SALARY :  R152 862 per annum
CENTRE :  Caledon Hospital
REQUIREMENTS :  Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Inherent requirement of the job: Willingness to work shifts to meet the operational requirements of the hospital. Competencies (knowledge/skills): Computer literacy (MS Windows: Word and Excel), Knowledge of CLINICOM, PCHIS and Admission related systems. Administrative duties. Knowledge of record keeping procedures. Ability to communicate in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES :  (key results areas/outputs): Admission of patients, maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Complete registration, accounts in respect of arrears, fees and transport. Responsible for revenue control which include receipt of money, issue of accounts and safekeeping of patient’s valuables. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.

ENQUIRIES :  Ms Z Boshoff, Tel. No. (028) 212-1070
APPLICATIONS :  The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION :  Ms A Brits
CLOSING DATE :  09 February 2018

POST 03/247  :  ADMINISTRATION CLERK: ADMISSIONS
                Cape Winelands Health District

SALARY :  R152 862 per annum
CENTRE :  Phola Park Clinic
REQUIREMENTS :  Minimum qualification requirement: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, Delta9 or PHCIS). A course in Basic Routine Health Information System for Data Capturers. Note. No payment of any kind is required when applying for this post.


ENQUIRIES :  C Solomons, Tel. No. (021) 862-4520
APPLICATIONS :  The Primary Health Care Manager: Drakenstein Sub district, Private Bag X3043, Paarl, 7620.
FOR ATTENTION :  Ms A Hall
CLOSING DATE :  09 February 2018

POST 03/248  :  FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2
                General Specialist and Emergency Services

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

DUTIES: Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Standard Operating Procedures must be adhered to at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES: Mr M Chabeli, Tel. No. (023) 231-1751
APPLICATIONS: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION: Mr B Wepener
CLOSING DATE: 09 February 2018

POST 03/249: FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2
(Charter Directorate: General Specialist and Emergency Services)

SALARY: Grade 1: R 148 221 per annum,
Grade 2: R 174 591 per annum

CENTRE: Forensic Pathology Laboratory, George

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with having achieved Mathematics, Life Science/Biology and English as passed subjects. Experience: Grade 1: None. Grade 2: 10 year’s appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Required to wear a uniform. No Criminal record. Will be required to work alone and travel for long periods of time. Will be required to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.
DUTIES: Key result areas/outputs: Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Adhere to Standard Operating Procedures at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES: Mr FG Herwels, Tel. No. (044) 873-4370
APPLICATIONS: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION: Mr B Wepener
CLOSING DATE: 09 February 2018
POST 03/250: HANDYMAN
Overberg District

SALARY: R127 851 per annum
CENTRE: Oudtshoorn Hospital
REQUIREMENTS: Minimum requirement: Basic Literacy and numeracy skills. Experience: Appropriate handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and do standby duties. Competencies (Knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Note: A practical test may be conducted during the interview process. No payment of any kind is required when applying for this post.

DUTIES: (Key result areas/outputs): Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical Basic electrical repairs and installations. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing, refrigeration, carpentry, welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

ENQUIRIES: Mr A Roets, Tel No. (044) 203-7267
APPLICATIONS: The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 09 February 2018
POST 03/251: ECM SCANNING OPERATOR (2 POSTS)
Chief Directorate: Metro District and Health Services

SALARY: R127 851 per annum
CENTRE: Mitchells plain Hospital

DUTIES: (key result areas/outputs): Collect patient folders in the wards and other service areas, follow-up on outstanding folders in wards and return folders on Clinicom.
Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter-filing of scanned documents into patient folders.

**ENQUIRIES**:  
Mr M Bloomberg, Tel No. (021) 377-4560/Mr S Khampepe, tel.no. (021) 377-4503

**APPLICATIONS**:  
To the Chief Executive Officer: Mitchells Plain Hospital, Private Bag X 9 Mitchells Plain, 7789

**FOR ATTENTION**:  
Ms C Johnson

**CLOSING DATE**:  
09 February 2018

**POST 03/252**:  
ECM SCANNING OPERATOR (4 POSTS)

Chief Directorate: Metro District and Health Services

**SALARY**:  
R127 851 per annum

**CENTRE**:  
Khayelitsha District Hospital

**REQUIREMENTS**:  
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scanning centre environment/medical records. Inherent requirement of the job: Willingness to work schedules hours according to operational needs. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, indexing and quality assurance of files and filing. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM). Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**DUTIES**:  
(key result areas/outputs): Daily collect patient folders in the wards and other service areas and follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Ensure that all processes have been followed for prepping, scanning, indexing quality assurance of files and Filling. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient and ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned/indexed documentation to ensure that the standards are adhered to.

**ENQUIRIES**:  
Mr G Arendse, Tel. No. (021) 360-4281

**APPLICATIONS**:  
To the Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION**:  
Mr A Ernstzen

**CLOSING DATE**:  
09 February 2018

**POST 03/253**:  
OPERATOR (PNEUMATIC TUBE STATION)

Chief Directorate: Metro District and Health Services

**SALARY**:  
R107 886 per annum

**CENTRE**:  
Groote Schuur Hospital, Observatory

**REQUIREMENTS**:  
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts (weekends included). Willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Successful candidates may also be required to undergo competency assessment/proficiency test.

**DUTIES**:  
(key result areas/outputs): Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for
receipt/dispatch of specimens, postal forms, medical reports and other related documents.

ENQUIRIES: Mr L Terblanche, Tel. No. (021) 404-5037
APPLICATIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 09 February 2018

POST 03/254: HOUSEHOLD AID
Chief Directorate: Metro District Health Services

SALARY: R90 234 per annum
CENTRE: False Bay Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: General hospital cleaning experience. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty cleaning and household equipment. Render a shift service on weekends and public holidays and day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES: Key result areas/outputs: Responsible for cleaning duties, (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintain general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Attend in-service training appropriate to service delivery.

ENQUIRIES: Mr TM Gordon Tel. No. (021) 782-1121 ext 110
APPLICATIONS: The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Valyland, Fish Hoek, 7978.
FOR ATTENTION: Ms L Shoosmith
CLOSING DATE: 09 February 2018

POST 03/255: HOUSEHOLD AID
West Coast District

SALARY: R90 234 per annum
CENTRE: Radie Kotze Hospital
REQUIREMENTS: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in hospital/healthy facility. Inherent requirements of the job: Willingness to work shifts, weekends, night-duty and overtime Ability to do physical work and to operate machines/equipment in a cost efficient manner. Willingness to undergo formal and informal in-service training. Competencies (knowledge/skills): Knowledge of cleaning procedures, infection control, safety and food services. Basic knowledge of stock, assets, linen and equipment control. Basic understanding of maintaining a safe and hygienically clean hospital environment and using correct methods of handling and disposal of refuse or waste products. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES: (key result areas/outputs): Responsible for cleaning duties including: sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the hospital. Handle of clean and dirty linen as required. Serve meals and beverages to patients including dishing of food. Cost effective utilisation of consumables/resources. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Adhere to loyal service ethics.

ENQUIRIES: Ms B Smit, tel.no. (022) 913-1175
APPLICATIONS: To the Director: West Coast District office, Private Bag X15, Malmesbury. 7299.
FOR ATTENTION: Mr E Sass
CLOSING DATE: 09 February 2018
<table>
<thead>
<tr>
<th>POST 03/256</th>
<th>DRIVER (LIGHT DUTY VEHICLE)</th>
<th>Overberg District</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R90 243 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Bredasdorp CDC</td>
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<td>REQUIREMENTS</td>
<td>Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience in a health environment. Inherent requirements of the job: Willingness to do standby and overtime duties. Valid (Code B/EB) driver’s licence and Public Driving Permit (PDP). Willingness to do after-hour driving. Ability to lift heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations, Circular 4 of 2000 and good knowledge of the road network in Eden District Region. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility, to work independently. Good interpersonal skills and safe driving skills. Note: No payment of any kind is required when applying for this post.</td>
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<td>DUTIES</td>
<td>(key result areas/outputs): Schedule and plan transport routes for the transport of goods, services, personnel from one point to the other. Load and transport goods (i.e. stock, supplies, specimens, linen and goods) within the sub-district. Effective delivery and collection of all blood products/specimens. Assist the Transport Officer in conducting routine maintenance inspections of vehicle and timeously report defects to maintain transport fleet in roadworthy condition. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr DW Brecht, Tel. No. (028) 424-2652</td>
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<tr>
<td>APPLICATIONS</td>
<td>The Director: Overberg District Office, Private Bag X07, Caledon, 7230.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms A Britz</td>
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<tr>
<td>CLOSING DATE</td>
<td>09 February 2018</td>
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<table>
<thead>
<tr>
<th>POST 03/257</th>
<th>HOUSEHOLD AID</th>
<th>Overberg District</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R90 234 per annum</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mossel Bay Hospital</td>
<td></td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (Knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.</td>
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<tr>
<td>DUTIES</td>
<td>(Key result areas/outputs): Deliver an effective cleaning service such as dusting, washing, polishing, washing, scrubbing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms JA Maqulu, Tel. No. (044) 604-6104</td>
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<tr>
<td>APPLICATIONS</td>
<td>The Manager: Eden District Office, Private Bag X 6592, George, 6530.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms S Pienaar,</td>
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<tr>
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<td>09 February 2018</td>
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<table>
<thead>
<tr>
<th>POST 03/258</th>
<th>HOUSEHOLD AID</th>
<th>Eden District</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R90 234 per annum</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Oudtshoorn Hospital</td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a ward, hospital or health environment. Inherent requirements of the job: Perform overtime and night duty when required. Ability to</td>
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</table>
lift or move heavy equipment and supplies. Competencies (knowledge/skills): Ability to communicate in at least two of three officially languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**
(key result areas/outputs): Handling of clean and dirty linen and disposal of refuse or waste products. Responsible for general hygienic and safe environment. Correct and cost effective usage and operation of equipment and chemicals. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level. Relief duties in other departments when necessary, perform overtime and night duty.

**ENQUIRIES**
Ms H Human, tel. no. (044) 203-7203

**APPLICATIONS**
The Director: Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

**CLOSING DATE**
09 February 2018

**POST 03/259**
MESSENGER

**SALARY**
R90 234 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in a registry environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**
(key result areas/outputs): Deliver folders and other documents to wards and clinics. Collect of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hoc task at Medical records.

**ENQUIRIES**
Ms M Xontana, Tel. No. (021) 938-4512

**APPLICATIONS**
The Chief Director: Tygerberg/ Dental Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**
Ms VG Meyer

**CLOSING DATE**
02 February 2018

**POST 03/260**
MESSENGER

**SALARY**
R90 234 per annum

**CENTRE**
Groote Schuur Hospital, Observatory

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Physically fit and be on the feet for long periods of time. Ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Basic computer literacy skills. Note: No payment of any kind is required when applying for this post.

**DUTIES**
Key result areas/outputs: Handle all aspects of collecting and delivery of folders, x-rays, case notes and any other. Sort out folder related queries. Fix broken folders and x-ray packets. Deliver and collect blood specimens and blood hampers. Perform relief duties.

**ENQUIRIES**
Mr L Terblanche, Tel. No. (021) 404-5037

**APPLICATIONS**
The Chief Director: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**
Ms N Mbilini

**CLOSING DATE**
09 February 2018

**POST 03/261**
GROUNDSMAN (2 POSTS)
Chief Director: General Specialist and Emergency Services

**SALARY**
R83 766 per annum

**CENTRE**
Lentegeur Hospital

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy skills. Experience: Sound knowledge and experience in gardening. Inherent requirements of the job: Be physically strong to lift heavy equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently as well as part of a team. The ability to read, speak and write in two of the three official languages
of the Western Cape. Good problem solving skills and basic knowledge of garden tool maintenance. Note: No payment of any kind is required when applying for this post.

**DUTIES**: (key result areas/outputs): Maintaining of gardens, cutting of trees, tend to flower beds and weed eradication. Trimming and cleaning between the fences. Moving of offices and wards on the Estate. Support to colleagues and supervisor. Waste management on Estate. Deliver Pharmacy medicine boxes.

**ENQUIRIES**: Mr J Wessels, Tel. No. (021) 370-1344

**APPLICATIONS**: The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell’s Plain, 7785.

**FOR ATTENTION**: Mr T Simpson

**CLOSING DATE**: 09 February 2018

**POST 03/262**: CLEANER

Overberg District

**SALARY**: R83 766 per annum

**CENTRE**: Villiersdorp Clinic, Theewaterskloof Sub-District

**REQUIREMENTS**: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience as a cleaner. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. The ability to function independently and/or as part of a team. The ability to work under pressure. Note: No payment of any kind is required when applying for this post.

**DUTIES**: (key result areas/outputs): General cleaning which include dusting, sweeping, vacuuming, polishing, cleaning of windows and toilets scrubbing and mopping, removal of rubbish bags and cleaning of mobile clinics according to the day or weekly program of the Sister in charge. Relief work at other clinic’s when necessary. Render an effective, efficient and safe hygiene service in and around the clinic. Effective management of equipment and stock control. Render support service to the supervisor.

**ENQUIRIES**: Ms H Blignaut, Tel. No. (028) 840-1460

**APPLICATIONS**: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**: Ms A Brits

**CLOSING DATE**: 09 February 2018

**POST 03/263**: GENERAL WORKER

Overberg District

**SALARY**: R83 766 per annum

**CENTRE**: Hermanus Hospital

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Note: No payment of any kind is required when applying for this post.

**DUTIES**: Key result areas/outputs: Deliver stock to wards and other departments on the hospital premises and clinics in the Overstrand Sub-district. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist clerk with the receipt, pack, unpack, store and issue stock according to standards. Assist Asset Management with annual count and physical disposal of items. Assist Supply Chain staff with stock take, general office duties and keep the store neat and tidy in order to comply with safety regulations.

**ENQUIRIES**: Ms CE Langley, Tel. No. (028) 313-5220

**APPLICATIONS**: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**: Ms A Brits

**CLOSING DATE**: 09 February 2018
POST 03/264 : CLEANER (2 POSTS)  
Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum

CENTRE : Delft Primary Health Centre

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to lift or move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): General cleaning and maintenance, i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored. Effectively use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Mr JC Van Heerden Tel. No. (021) 954-2237

APPLICATIONS : To the People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X 1, Bellville, 7535.

FOR ATTENTION : Ms P Louw

CLOSING DATE : 09 February 2018