PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2018
DATE ISSUED: 02 FEBRUARY 2018

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC EDUCATION</td>
<td>A</td>
<td>03 - 09</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>B</td>
<td>10</td>
</tr>
<tr>
<td>COOPERATIVE GOVERNANCE</td>
<td>C</td>
<td>11 - 12</td>
</tr>
<tr>
<td>ENERGY</td>
<td>D</td>
<td>13 - 15</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM</td>
<td>E</td>
<td>16 - 17</td>
</tr>
<tr>
<td>HEALTH</td>
<td>F</td>
<td>18</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>G</td>
<td>19 - 23</td>
</tr>
<tr>
<td>INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE</td>
<td>H</td>
<td>24 - 25</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>I</td>
<td>26 - 28</td>
</tr>
<tr>
<td>LABOUR</td>
<td>J</td>
<td>29 - 34</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>K</td>
<td>35 - 36</td>
</tr>
<tr>
<td>OFFICE OF THE PUBLIC SERVICE COMMISSION</td>
<td>L</td>
<td>37 - 38</td>
</tr>
<tr>
<td>PLANNING MONITORING AND EVALUATION</td>
<td>M</td>
<td>39 - 45</td>
</tr>
<tr>
<td>PUBLIC SERVICE AND ADMINISTRATION</td>
<td>N</td>
<td>46 - 47</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>O</td>
<td>48 - 51</td>
</tr>
<tr>
<td>RURAL DEVELOPMENT AND LAND REFORM</td>
<td>P</td>
<td>52 - 56</td>
</tr>
<tr>
<td>SMALL BUSINESS DEVELOPMENT</td>
<td>Q</td>
<td>57 - 58</td>
</tr>
<tr>
<td>TOURISM</td>
<td>R</td>
<td>59</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>S</td>
<td>60 - 62</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>T</td>
<td>63 - 67</td>
</tr>
</tbody>
</table>

### PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN CAPE</td>
<td>U</td>
<td>68 - 140</td>
</tr>
<tr>
<td>FREE STATE</td>
<td>V</td>
<td>141 - 143</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>W</td>
<td>144 - 176</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>X</td>
<td>177 - 182</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>Y</td>
<td>183 - 184</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>Z</td>
<td>185 - 193</td>
</tr>
</tbody>
</table>
The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
FOR ATTENTION : Ms J Masipa/Ms N Monyela
CLOSING DATE : 16 February 2018
NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. The following posts will be based in Limpopo Department of Education’s Head Office, Polokwane.

MANAGEMENT ECHELON

POST 05/01 : CHIEF DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR (FIVE YEAR CONTRACT) REF NO: ISTA/01/2018
SALARY : All-Inclusive remuneration package of R1 127 334-R1 347 879 per annum.
CENTRE : Polokwane
REQUIREMENTS : Bachelor’s Degree in either in Architecture, Town Planning, Quantity Surveying, Engineering, Infrastructure or Project Management. 5–8 years Senior Management experience in the roll out of the IDMS in a Government Department supported by 10 years’ experience in a general built environment in a professional capacity. Registration as a Built Environment Professional with relevant Professional Councils in South Africa is essential. Valid Drivers’ Licence. Computer literate.
DUTIES : The incumbent of this position will provide strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System (IDMS) in the Education Department in Limpopo.
ENQUIRIES : Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772
NOTE : 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 the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subject to a security clearance.

POST 05/02 : CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO. PRM/01/2018
SALARY : All-Inclusive remuneration package of R1 127 334-R1 347 879 per annum
CENTRE : Polokwane
REQUIREMENTS: Bachelor’s Degree in Built Environment or Post Graduate Degree in Management. 5 -8 years’ experience as a senior manager. Valid drivers’ licence. Computer literate.

DUTIES: The incumbent of this position will strategically manage the infrastructure portfolio of the Department. Manage infrastructure strategies, policies, systems, plans and norms & standards. Manage the delivery of the infrastructure programmes/projects. Manage equipment, leases, acquisitions, disposals and related supportive resources. Manage the infrastructure budget. Manage people. Provide strategic leadership and guidance.

ENQUIRIES: Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepeol 015 290 7881/Mr MT Senyatsi 015 290 7772

NOTE: 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 the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

CLOSING DATE: 16 February 2018

OTHER POSTS

POST 05/03: CHIEF ENGINEER (CIVIL/STRUCTURAL) REF NO: CE/01/2018

SALARY: All-Inclusive remuneration package of R935 172-R1 069 272 per annum (Occupational Specific Dispensation).

CENTRE: Polokwane

REQUIREMENTS: Bachelor’s degree in Engineering (Civil/structural engineer or Electrical or Mechanical Engineer). Registered as a Professional Engineer with ECSA. Six years’ experience post qualification. Valid Drivers’ Licence. Computer literate.

DUTIES: The incumbent of the post will manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

NOTE: The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

ENQUIRIES: Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepeol 015 290 7881/Mr MT Senyatsi 015 290 7772

POST 05/04: CHIEF QUANTITY SURVEYOR (REF NO: CQS/01/2018)

SALARY: All-Inclusive remuneration package of R805 806–R921 354 per annum (Occupational Specific Dispensation).

CENTRE: Polokwane

REQUIREMENTS: Bachelor’s degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years’ relevant experience post qualification. Valid Drivers’ Licence. Computer literate.

DUTIES: The incumbent of the post will manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and
acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

**ENQUIRIES**

Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294
Enquiries regarding posts: Mr PL Swane poel 015 290 7881/Mr MT Senyatsi 015 290 7772

**NOTE**

The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

**POST 05/05**

CHIEF ARCHITECTS (2 POSTS) REF NO: CA/01/2018

**SALARY**

All-Inclusive remuneration package of R805 806–R921 354 per annum
Salary will be in accordance with Occupational Specific Dispensation (OSD).

**CENTRE**

Polokwane

**REQUIREMENTS**

Bachelor’s Degree in Architecture. Registration with the SACAP as a Professional Architect. Six years’ relevant experience post qualification. Valid Drivers’ Licence. Computer literate.

**DUTIES**

The incumbent of the post will manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

**ENQUIRIES**

Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294
Enquiries regarding posts: Mr PL Swane poel 015 290 7881/Mr MT Senyatsi 015 290 7772

**NOTE**

The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

**POST 05/06**

DEPUTY DIRECTOR: PROJECT MANAGER (6 POSTS)

Architecture X2 (REF NO: ARC/01/2018)
Quantity Surveying X2 (REF NO: QS/01/2018)
Engineering X2 (REF NO: E/01/2018)

**SALARY**

All-Inclusive remuneration package of R779 295 per annum
(Occupational Specific Dispensation)

**CENTRE**

Polokwane

**REQUIREMENTS**

Bachelor’s Degree or National Diploma in Architecture, Quantity Surveying or Engineering. Valid Driver’s Licence. Computer literate. Five years’ experience post qualification.

**DUTIES**

The incumbent of the post will manage the delivery of infrastructure projects and programmes in line with the Provincial Infrastructure Delivery Management System. Manage Infrastructure Projects. Manage of Maintenance projects. Be responsible for Project Commissioning, Infrastructure Project Reporting, Monitoring and Evaluation.

**ENQUIRIES**

Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294
Enquiries regarding posts: Mr PL Swane poel 015 290 7881/Mr MT Senyatsi 015 290 7772

**NOTE**

The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

**POST 05/07**

DEPUTY DIRECTOR: SCHOOL COST PLANNER REF NO: SCP/01/2018

**SALARY**

All-Inclusive remuneration package of R657 558 per annum

**CENTRE**

Polokwane
REQUIREMENTS: Bachelor's Degree or National Diploma in Quantity Surveying. Five years’ relevant experience post qualification. Valid driver's licence. Computer literate.

DUTIES: The incumbent of the post will provide cost planning inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms, standards and plans for Education in line with the Provincial Infrastructure Delivery Management System and National Education norms and standards. Interpretation and application of costs norms. Develop policies, strategies, plans and procedures. Contribute to project briefing documents and operational narratives. Prepare inputs for User Asset Management Plans, final project lists, budgets and Infrastructure Programme Management Plans.

ENQUIRIES: Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772

NOTE: The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

POST 05/08: DEPUTY DIRECTOR: FINANCE INFRASTRUCTURE REF NO: DDFI/01/2018

SALARY: All-Inclusive remuneration package of R657 558 per annum

CENTRE: Bachelor's Degree or National Diploma in Finance or Commerce or Accounting or Economics. Valid Driver's Licence. Computer literate. Five years’ experience post qualification.

DUTIES: The incumbent of the post will give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and supply chain management issues pertaining to infrastructure projects/programmes. Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES: Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772

NOTE: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

POST 05/09: TOWN AND REGIONAL PLANNER REF NO. TRP/01/2018

SALARY: R574 746–R842 619 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD) determination.

CENTRE: Polokwane

REQUIREMENTS: Bachelor's Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Three years’ relevant experience post qualification. Valid drivers' licence, computer literate.

DUTIES: The incumbent of the post will assist to manage town planning as part of infrastructure planning. Undertake town planning analyses to develop and maintain a physical resources planning framework. Undertake spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan. Undertake research.

ENQUIRIES: Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772

NOTE: The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.
<table>
<thead>
<tr>
<th>POST 05/10</th>
<th>ARCHITECT REF NO: A/01/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R557 886–R842 619 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD).</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Polokwane</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor’s Degree in Architecture. Registered as a Professional Architect with SACAP. Three years’ relevant experience post qualification. Valid drivers’ licence. Computer literate.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent of the post will be required to customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772</td>
</tr>
<tr>
<td>NOTE</td>
<td>The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/11</th>
<th>ASSISTANT DIRECTOR: FINANCE INFRASTRUCTURE REF NO: ADFI/01/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R334 545 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Polokwane</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor’s Degree or National Diploma in Finance or Commerce or Accounting or Economics. Valid Driver's Licence. Computer literate. Three years’ relevant experience post qualification.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent of the post will assist with the coordination of all Financial Management functions Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772</td>
</tr>
<tr>
<td>NOTE</td>
<td>The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/12</th>
<th>ASSISTANT DIRECTOR: SPATIAL PLANNER REF NO: SP/01/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R334 545 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Polokwane</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor’s Degree or National Diploma in Geographical Information System (GIS) Valid Driver’s Licence. Computer literate. Three years’ relevant experience post qualification.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent of the post will provide the geographical support services for Education in line with the Provincial Infrastructure Delivery Management System. Perform technical spatial activities for infrastructure planning through utilisation of education information systems. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems. Render spatial related services for infrastructure.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772</td>
</tr>
<tr>
<td>NOTE</td>
<td>The successful candidates will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.</td>
</tr>
</tbody>
</table>
### POST 05/13
**Assistant Director: Property Management (2 posts)**

| SALARY | R334 545 per annum |
| CENTRE | Polokwane |
| REQUIREMENTS | Bachelor's Degree or National Diploma in Real Estate or related Property Management fields. Valid Driver's Licence. Computer literate. Three years’ experience post qualification. |
| DUTIES | The incumbent of this post will implement land affairs matters. Update Immovable Asset Register. Administer leases and Municipal Accounts. Administer and assist with implement property administration functions. |
| ENQUIRIES | Enquiries regarding applications: Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294 Enquiries regarding posts: Mr PL Swanepoel 015 290 7881/Mr MT Senyatsi 015 290 7772 |
| NOTE | The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test. |

### POST 05/14
**Control Works Inspector**

| SALARY | R417 552 per annum |
| CENTRE | Mopani District: Giyani |
| REQUIREMENTS | National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Six Years’ experience post qualification. Valid Drivers’ License. Computer literate. |
| DUTIES | The incumbent of this post will manage District inputs for infrastructure planning. Manage implementation of all building projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances. Manage the credibility of technical data and information for infrastructure planning and assist with implementation of infrastructure projects. |
| ENQUIRIES | Ms MS Mphahlele Tel: 015 284 7300 |
| APPLICATIONS | Limpopo Education Department, submitted via post to: The District Director, Polokwane District, Private Bag X1197, Polokwane, 0700 or via hand-delivery to: Corner Yster & Blaauberg Streets, Ladanna, Polokwane, 0700. Please visit the Department of Education’s website at www.edu.limpopo.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za |
| NOTE | The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test. |
| CLOSING DATE | 16 February 2018 |

### POST 05/15
**Work Inspectors (5 posts)**

| SALARY | R183 558 per annum (SL6) |
| CENTRE | Limpopo Province: (Capricorn District x 1) Ref No CD/01/2018 (Mopani District x 2) Ref No MD/01/2018 (Vhembe District x1) Ref No VD/01/2018 (Waterberg District x1) Ref No W/01/2018 |
| REQUIREMENTS | National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years’ experience post qualification. Valid Drivers’ Licence. Computer literate. |
| DUTIES | The incumbent of the post will implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments. |
| ENQUIRIES | (Capricorn District): Ms MS Mphahlele, Tel: 015 285 7300 (Mopani District): Mr KF Mdaka Tel: 015 812 1911 (Vhembe District): Mr N Madzibane Tel: 015 962 1331 (Waterberg District): Mr. MT Mathebula, Tel: 015 483 7500 |
| APPLICATIONS | Limpopo Education Department, submitted via post to: The District Director, Polokwane District, Private Bag X1197, Polokwane, 0700 |
or via hand-delivery to: Corner Yster & Blaauberg Streets, Ladanna, Polokwane, 0700. Please visit the Department of Education’s website at www.edu.limpopo.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

(Mopani District): Limpopo Education Department, submitted via post to: The District Director, Giyani District, Private Bag X578, Giyani, 0826 or via hand-delivery to: Giyani Old Parliamentary Building next to Giyani Police Station. Please visit the Department of Education’s website at www.edu.limpopo.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

(Vhembe District): Limpopo Education Department, submitted via post to: The District Director, Thohoyandou District, Private Bag X2250, Sibasa, 0970 or via hand-delivery to: Thohoyandou Government Building, Old Parliament, Thohoyandou. Please visit the Department of Education’s website at www.edu.limpopo.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

(Waterberg District) Limpopo Education Department, submitted via post to: The District Director, Modimolle District, Private Bag X1040, Nylstroom, 05100 or via hand-delivery to: 84 Limpopo Street, Modimolle, 0510. Please visit the Department of Education’s website at www.edu.limpopo.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

**NOTE**: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

**CLOSING DATE**: 16 February 2018
ANNEXURE B

DEPARTMENT OF COMMUNICATIONS

APPLICATIONS: The DG of the Department of Communications, Private Bag X 812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria

FOR ATTENTION: Mr A Khameli

CLOSING DATE: 16 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 05/16: STATE ACCOUNTANT: BUDGETS: REF NO: SA 03/018

Directorate: Financial Management and Accounting

SALARY: Commencing salary: R226 611. per annum (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: A appropriate three year Degree /National Diploma in Accounting/ Finance. With 2 years proven working experience in finance in MS Excel and Word. Competencies required: Ability to work under pressure and meet deadlines. Good communication and writing skills. Good planning and organisational skills. Ability to work effectively with officials across all levels within the Department. Must also have good analytical skills. Candidates must have at least 3 years practical work experience in government budget processes. Sound knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS). Courses completed on BAS will be an added advantage.

DUTIES: Accurately capture the budget on the BAS. Assist in the preparation of the monthly expenditure reports and projections for the Units. Assist in compiling monthly reports (In Year Monitoring) to National Treasury. Investigate and correct expenditure misallocations by compiling journals. Confirming of correct budget allocations and availability of funds for units before procurement of goods and services. Effect virements and shifting of funds on BAS when required. Assist the budget managers during the co-ordination and preparation of inputs for the Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) as well as the Adjusted Estimates of National Expenditure (AENE) and request for roll over of funds. Preparation of budget reports and statistics for the Budget Committee, Financial Control Meeting, MANCO and EXCO. Collect and deliver budget related documentation to and from National Treasury. Ensure a sound filing system within the Budget Section. Assist the managers with other ad-hoc duties as and when required.

ENQUIRIES: Zodwa Jiyane, (012) 473 0447 or Frik Nieman, (012) 473 0088
ANNEXURE C

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta01@ursonline.co.za; or via fax: 086 415 5709. For Attention: URS Response Handling, tel. 012 811 1900.

CLOSING DATE : 23 February 2018

NOTE : The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 05/17 : DEPUTY DIRECTOR: DISASTER RISK MANAGEMENT EDUCATION AND TRAINING (SALARY LEVEL 11)

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

CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor’s degree or National diploma in Disaster Risk Management, Development, Education and Training or relevant equivalent qualification. A postgraduate qualification in Disaster Risk Management, Development, Education and Training will be an added advantage. A minimum of 3 to 5 years management experience in the related field. Generic Competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Computer applications, research planning, execution and report writing, project design and implementation, negotiation, skills development, presentation.

DUTIES : The incumbent will perform the following duties: Manage the roll-out of the national education, training and resource analysis for disaster risk management in South Africa. Manage the implementation of the Integrated National Disaster Risk Management Education and Training Framework (NDRMETF) for South Africa. Support sector departments and other role players in promoting education for professionals and practitioners in disaster risk management and related fields. Promote the integration of disaster risk management in the curriculum of primary, secondary schools and tertiary institutions. Develop and oversee implementation of disaster risk management training programmes. Establish and monitor implementation of Quality Assurance mechanisms for Disaster Risk Management, Education and Training programmes. Manage the development and implementation of volunteer, learnership and internship programmes. Establish and manage regional and international education training agreements and advise Top Management on the need for appropriate interventions, where required. Manage the design and implementation of a disaster risk management strategic research agenda.
ENQUIRIES: Mr David Madurai, tel. 012 848 4652.
ANNEXURE D

DEPARTMENT OF ENERGY

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 Mbokota/ Mr. T Kekana

CLOSING DATE : 16 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. NB email or fax applications will not be accepted. 

OTHER POSTS

POST 05/18 : DEPUTY DIRECTOR: LOGISTICAL SERVICES

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

CENTRE : Head Office (Pretoria)


DUTIES : Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the process of purchasing, receiving, storing, issuing and payment off/for goods and services; Develop, maintain and implement departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment off/for goods and services; Advise users and suppliers on national and departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment off/for goods and services; Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment, Evaluate and monitor performance appraisal of subordinates, Ensure capacity building and training of staff in the sub-directorate, Develop job descriptions for subordinates, Implement workplace discipline, Provide monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify their needs and incorporate them in business planning process, Develop/review internal work process (SOPs) and provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms B Musi 012 406 7713
POST 05/19

ASSISTANT DIRECTOR: NUCLEAR NON-PROLIFERATION AUTHORISATIONS

SALARY: R417 552 per annum (Level 10)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: Degree in Natural Science/ Engineering Science (Postgraduate degree in Nuclear/ Radiation Science will be an added advantage) with 3 to 5 years' experience in nuclear industry (Nuclear Non-Proliferation will be an added advantage) PLUS the following key competencies: Knowledge of: Nuclear Policy and legislation, Nuclear Energy and Nuclear non-proliferation in particular, Government policies and processes, Departmental procedures and protocol, Project management, Research Skills: Computer literacy, Communication skills, Research and project management skills, Report writing skills, Management skills, Communication: Ability to communicate and present at high level events Creativity: Creative/Innovative thinker, Logical, Objective

DUTIES: Administer the authorisation applications for import, export, use, possession, dispose and transportation of nuclear material and related equipment, Administer the patent applications related to nuclear material, equipment and related technologies, Develop and maintain procedures and guidelines on the acquisition, possession, use, import, transport and export/disposal of nuclear facilities, materials, equipment and related technologies, Facilitate the process of importation & exportation of nuclear materials and related equipment, Ensure the maintenance of database and records of key role-players related to nuclear material on the import, export, use and possession of nuclear material and related equipment, Interact with relevant stakeholders.

ENQUIRIES: Ms. L Sedumoeng 012 406 7491

POST 05/20

ASSISTANT DIRECTOR FINANCIAL AUDITS: AUDIT SERVICES

SALARY: R334 545 per annum (Level 09)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A Bachelor’s Degree or National Diploma in Internal Auditing. Minimum of 3 years Internal Audit experience Plus the following key competencies: Knowledge of IIA standards, 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, Client orientation; Customer focus.

DUTIES: Participate in the preparation of the Annual and 3 year rolling audit plan: Provide key input into the development and alignment of the 3 year rolling audit plan and detailed annual Operational Audit plan and Provide inputs in planning for the Operational Audits on a quarterly basis and in advance & resources are correctly allocated based on skills required and availability Audit Planning: Conduct preliminary survey and necessary research on all planned and ad-hoc audit engagements, Review system description prepared by internal auditor and trainee, where necessary prepare system description, Supervise the preparation of the Risk and Control Matrix( RACM) by the Internal Auditors and Prepare the Audit Program Audit Execution: Ensure that all audit procedures on the approved Audit Program are performed, Testing effectiveness and efficiency of control by inspection of documents, observation of processes, recalculations, interviews and analysis of documentation, Ensure that working papers are prepared in accordance the Internal Audit Methodology, Review execution work conducted by Internal Auditor and trainees Audit Reporting: Review the Informal queries prepared by Internal Auditor and that all findings are reported, Discuss the Informal queries with the auditee, Prepare draft audit report and ensure that project evaluations and debrief are conducted at the completion of each audit, Identify internal process improvement opportunities e.g. updating the Methodology Provide managerial activities: Monitor and ensure proper utilization and maintenance of equipment, Evaluate and monitor performance appraisal of subordinates, Ensure capacity building and training of subordinates, Develop job descriptions for subordinates, Implement workplace discipline, Effective management of subordinates' leaves, Allocate of work, Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify

14
their needs - incorporate in business planning process, Develop/review internal work processes (SOPs) and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified

Recommendation: The position requires frequent travelling around the country and working long hours.

ENQUIRIES : Mr M Figaret ☏(012) 406 7766
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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: 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: 16 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 Z83 form 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). Where a valid driver’s license is a requirement, applicants must attach a certified copy of such licence. 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”.

MANAGEMENT ECHELON

POST 05/21: DIRECTOR: SOCIAL MEDIA
Chief Directorate: Products and Platforms

SALARY: All-inclusive salary package of R948 174 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a three year Bachelor’s Degree (NQF level 7) in Journalism or related qualification with at least five years’ experience at middle/senior managerial level and proven experience of online media. He/she must have thorough, broad and up to date knowledge of the news environment and government programmes. Journalism experience in online media. Extensive knowledge of web-development and upgrading of copy online. Ability to dress news and information contained in publications to make them attractive to the readers online. Ability to turn dry, dull facts and information into interesting and readable stories. The ideal candidate must be able to work under pressure, and respect deadlines. He/she must have an excellent command of the English language, grammar, construction of sentences and understand the requirements for effective writing. Excellent oral and written communication skill. Excellent interpersonal skills, determined, resilient and pay meticulous attention to detail. Be willing to work long hours. Computer literate. A valid driver’s license.

DUTIES: The successful candidate will be required to give strategic direction to the GCIS’s social media and website initiatives. Develop and maintain a social media strategy for GCIS while working closely with the Director of Electronic Information Resources. Build audience development programmes to grow Governments social media audience. Ensure that the use of social media and
websites in GCIS integrates with Government and GCIS’s communication strategies. Develop and maintain policy guidelines for the use of social media and websites in GCIS and government. Give guidance on the use of social media and websites to other Government departments and entities. Plan and execute continuous and proactive (long-term) social media engagement to ensure a continuous presence on social media platforms and relevant websites. Plan and execute social media campaigns in support of specific government initiatives, programme and activities. Work closely with the GCIS video, radio and photo units as well as the Director of EIR to ensure that social media platforms contain relevant multimedia content. Keep abreast of developments and trends in social media technologies, tools and applications, and of social media practices in general and in Government to ensure that GCIS is well positioned to stay in front of developments. Respond immediately to contentious issues about government in the social media domain and assist in web updates where required. Update, maintain, improve and develop the Government Service, and Information Portal. Update, maintain, improve and develop the GCIS and related websites as well as social media platforms. Contribute to the quality of government web publishing and participate in forums and GCIS projects. Provide leadership and management to Directorate.

ENQUIRIES

Mr D Latham. Tel: 012 473 0065

NOTE

This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
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: 19 February 2018 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 Senior Certificate/Grade 12 Certificate regardless of the qualification requirements indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from 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 POST

POST 05/22: PERSONAL ASSISTANT II (REF NO: NDOH 5/2018)

SALARY: R226 611 per annum (plus competitive benefits).

CENTRE: Chief Directorate: Supply Chain and Assets Management, Pretoria.

REQUIREMENTS: A Senior Certificate (Grade 12) and a three (3) year tertiary qualification in Office Administration or related field. At least three (3) years' experience as a Personal Assistant or rendering secretarial services to senior management including experience in general office and provisioning administration. Knowledge of departmental procedures with regard to finances and budgeting. Good communication (verbal and written), interpersonal, organisation, planning telephone etiquette and computer skills (MS Office packages). Ability to act with tact and discretion as well as ability to maintain confidentiality.

DUTIES: Provide a secretarial/receptionist support service to the manager. Perform advanced typing work. Record the engagement of the senior manager. Render administrative support. Ensure effective flow of information and documents to and from the office of the manager. Provide support to manager regarding meetings. Support the manager with the administration of the manager's budget. Scrutinise documents to determine actions and information. Collect and compile necessary documents for the manager to inform him/her on the contents.

ENQUIRIES: Ms D E Tshabalala at Tel (012) 395 9667
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (uMFOLOZI TVET COLLEGE)

APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be handed-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE : 23 February 2018 at 13:00

NOTE : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

POST 05/23 : CAMPUS MANAGER (REF. NO.: 2018/001)
Nature of post: Permanent

SALARY : R417 552 per annum (Salary level 10) plus benefits as applicable in the Public Sector

CENTRE : Eshowe Campus

REQUIREMENTS : A recognised tertiary qualification (3-year Degree/Diploma. A recognised, appropriate teaching qualification. Seven years’ experience in a TVET (or similar) institution, of which two years should be at managerial level. Registered with SACE. Valid driver’s license. An expert understanding of effective learning delivery site management, programme delivery and student support management at a TVET institution. Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery support and general administration. Proven computer literacy, including MSWord, MSExcel and MSPowerPoint. Proven report writing and presentation skills. Extensive knowledge of: the Continuing Education and Training Colleges Act 16 of 2006 as amended, the General and Further Education and Training Quality Assurance Act (No. 58 of 2001) the sector regulatory and legislative framework as well as the Coltech administration system.

DUTIES : Implementation and management of effective teaching and learning systems: Implement quality management systems, policies and processes for monitoring classroom practices, assessment, and moderation and performance records. Identify training programs to be offered at the campus in accordance with the program qualification mix (PQM) of the college. Manage and monitor standardised vocational program offerings in accordance with national curriculum guidelines. Improve leadership and management of teaching and learning in the classroom (monitor quality of teaching). Lead and support designated staff to ensure that learner entitlements are achieved and
improved. Promote the effective use of information and learning technologies. Liaise with the academic program manager to facilitate a two-way exchange that facilitates academic performance and delivery. Oversee the effective implementation of theoretical, practical and workplace based learning components of programmes. Manage the accreditation of program offerings. Management of human resources at the campus: Development of fit-for-purpose job profiles of academic and support staff in collaboration with human resource department. Conduct performance management reviews, identify service gaps and implement personal and/or capacity development plans of all staff members. Ensure improved academic staff performance in classroom. Compile and evaluate extra-curricular activities according to prescribed policies and procedures for approval. Recommend appointments of staff to Central Office. Manage staff leave applications and attendance in consultation with human resource department. Facilitate and promote good working relationships among all staff member. Prevention and management of conflict at campus: Ensure implementation of policies and procedures for dispute resolution. Ensure development and implementation of effective and efficient contingency plans to manage staff and student unrest. Ensure progressive disciplinary process with regards to staff contraventions of policies and procedures of the college. Make provision for emergency and evacuation procedures. Establish and maintain security committee. Manage and monitor contract for security service providers. Establishment and management of partnerships with stakeholders: Initiate new partnerships, collaboration and communication with business institutions, social and political organisations and communities. Maintain communication with parents, guardians and sponsors concerning the behaviour and performance of learners. Oversee the overall marketing of programmes and services offered at the campus. Negotiate and secure student and staff placements with industry. Encourage guest learning and workplace exposure initiative. Engage with local business, industry, NGO’s and other stakeholders in alignment with the College Strategic Plan. Promote campus programme offerings. Management of campus infrastructure and facilities: Effectively manage and maintain all physical resources in the campus. Develop and implement systems for proper asset and stock management in the campus. Conduct regular stock and asset inspections and verifications. Approve all asset transfers and exchange among campuses according to prescribed policy and procedures. Implement Occupational Health & Safety policies. Monitor staff compliance to asset management policies and procedures. Development and implementation of good student support services: Manage and monitor good student support services at the campus. Ensure fair and decisive implementation and management of student disciplinary procedures. Source appropriate student material, equipment and other resource for improved teaching and learning. Identify student support need for curriculum and programmes. Identify possible workplace exposure and experience opportunities for both students and staff. Design, develop and manage efficient students’ financial support systems and student accommodation. Strategic planning for good campus management: Ensure the alignment of Campus Operational Plans with the overall College Strategic Plan. Implement and manage short or long-term plans of the campus. Monitor the implementation of quality assurance policies and procedures, and ensure consistent reporting. Contribute to the audit review and monitoring process related to college objectives. Introduce and implement corrective measures on low scoring performance areas identified from the audit. Active participation in the compilation of policies and procedures of college governance. Ensure targets set in annual performance and operational plan are achieved. Management of campus systems and processes: Manage the overall consolidation of all operational activities on campus. Implement and manage effective institutional governance processes and procedures. Develop, maintain and monitor an effective integrated campus administration system. Establish a campus management committee according to policies, procedures and guidelines. Continuous delegation of responsibilities to academic and support staff to ensure effective and efficient campus operations. Quality management of all aspects of services delivered at the campus. Manage and monitor the quality of student data to ensure integrity and compliance to policy and guidelines. Lead and coordinate day-to-day management of campus operations. Provide inputs and recommendations to college management team and in committee meetings. Manage campus compliance with CET Act and other related legislation (EE, SDA, LRA, BCEA,
OHSA and SAQA. Improve communication between management, unions, committees and Student Representative Council through regular engagements. Campus financial management: Initiate, maintain and manage financial sustainability at the campus. Provide input to the compilation of the annual income, expenditure and capital budgets. Develop a draft campus budget in line Central Office guidelines. Monitor actual financial performance of the campus against budget. (Management information to be supplied monthly by Finance Unit). Implement and manage the approved campus budget and oversee the daily petty cash usage at the campus. Initiate financial cost savings through efficient utilisation of resources at campus. Endorse all campus procurement submissions in compliance with the SCM policy. Manage the bursary application process at campus level and ensure timeous submission to the Financial Aid Office. Recommend debtors refunds for approval at Central Office. Implement and manage college financial policy on student enrolments and registration at campus. Manage the student debt book in terms of the debt management policy and ensure timeous collection. Ensure continuous, consistent reporting and management of financial expenditure for compliance with Treasury regulations. Performance Management: Meet deadlines relating to Supervisees’ performance contracts. Meet deadlines relating to Supervisees’ Quarterly performance reviews. Meet deadlines relating to Supervisees’ annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensuring that Key Result Area (KRA’s) of Supervisees are aligned to the Department's and College’s Strategic plan, Annual Performance. Ensure that all funded, filled and unfilled posts within one’s area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department; and Plan (APP) and Operational plan. Ensure there is at least one person living with a disability in a campus.

ENQUIRIES
Mrs JSM Smith at (035) 902 9511

POST 05/24
CURRICULUM SPECIALISTS X 4 POSITIONS
NC (V) Business Studies, REF. NO.: 2018/002
Report 191 Business Studies, REF. NO.: 2018/003
NC (V) Engineering Studies, REF. NO.: 2018/004
Report 191 Engineering Studies, REF. NO.: 2018/005
Nature of post: Permanent

SALARY
R334 545. per annum (Salary level 09) plus benefits as applicable in the Public Sector

CENTRE
Central Office

REQUIREMENTS
A recognised and appropriate tertiary qualification. A minimum of five years related experience in an education and training environment of which at least three years teaching experience in the TVET sector. Qualified Assessor and Moderator. Valid driver’s license. An understanding of programme development, delivery management and examinations at an academic institution. In-depth knowledge of the relevant subject sector. Ability to plan and manage projects. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge and insight into the Sector regulatory and legislative framework, policies and procedures, collective agreements governing the TVET Sector, academic assessment and moderation procedures, learnership and skills programme protocols and procedures (ETQA and SETA-related). Expert knowledge of industry skill standards and occupations instructional strategies, curriculum standards, and assessment. Advantageous: Registered Assessor and/or Moderator with a relevant SETA. Experience as a National Examiner or Moderator in relevant subject fields.

DUTIES
Curriculum Development: Coordinate the planning, design and development of programme content and assessments. Identify and develop occupational programmes. Develop and lead College sector-specific workshops on curriculum development and instructional methods. Facilitate the effective delivery of the sector-specific curriculum and the programmes by conducting sessions with lecturers and facilitators to ensure standardised delivery.
Organise and train lecturers and facilitators on curriculum alignment. Conduct follow-up sessions with lecturers and facilitators to ensure relevance of the content and to make any requisite adjustments. Conduct assessments to assess the learning delivery and propose corrective action where necessary. Take the lead in the monitoring and evaluation of ICASS and ISAT as well as ECASS assessments. Plan and provide guidance and assistance for the memo discussions for the marking of external examinations. Provide reports for the Academic Board on the progress, trends and achievements of the programmes in the College. Learning Material Development and Procurement: Conduct an assessment on the existing and future learning material requirements of College programmes. Research current national and international developments and trends regarding learning material. Design, produce and or procure learning materials for existing, new or improved courses and programmes. Provide training to lecturers on the new material. Review the efficacy of the learning material utilised in all programmes. Industry Linkages: Establish and maintain programme related industry links to ensure programme relevance. Ensure teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Feasibility Study Research: Conduct feasibility studies for all new and proposed programme offerings – market requirements, suitable sites and infrastructure requirements matches and potential student enrolment. Generate executive reports on feasibility for executive “go/no go” decisions. Participate in College curriculum planning forums and the Academic Board meetings. Contribute to College strategic planning. Industry Needs Assessments: Provide annual reports on industry needs relating to the subject sector. Participate with campus staff in industry and community information gathering activities. Attend forum meetings as appropriate. Identify short course opportunities for industries and communities and facilitate execution with campus managers and learning coordinators. Identify full education programme requirements for communities and provide recommendations. Local Economic Context Assessment: Assess subject sector-specific economic activity around all College sites, specifically relating to the skills requirement. Develop and maintain updated skills database of market demand and the economic activities of all locations. Provide rational to key national, provincial and college decision-makers for new subject-sector programme offerings. Future HRD Skills Requirement Research: Identify future skills needs of the macro economy. Assess the National Skills Development Strategy of SA, HRD skills needs reports, other Department of Labour requirements and SETA sector plans. Review international vocational training institutions for examples of new economy” programme offerings. Provide recommendations to the Academic Board and the Curriculum Development Manager for new potential programme offerings.

ENQUIRIES: Mrs JSM Smith at (035) 902 9511

POST 05/25: HUMAN RESOURCE CLERK SUPERVISOR REF. NO.: 2017/024
(Re-advertisement)
Nature of post: Permanent

SALARY: R226 611. per annum (Salary level 07) plus benefits as applicable in the Public Sector

CENTRE: Central Office

REQUIREMENTS: A grade 12 certificate or equivalent. Appropriate M+3 qualification in Human Resource Management / Business Administration / Public Management / Industrial Relations. Three years’ experience in the spheres of human resource management, administration and development (HRM&A&D). Valid driver’s license. Knowledge and understanding of legislative and regulatory framework and environment informing human resources management, development and employee relations. Proven ability to implement internal systems and controls to ensure sound operational management. Proven computer literacy, including MSWord, MExcel and MSPowerPoint. Proven reporting writing and presentation skills. Proven skills related to the preparation and implementation of human resource-related plan. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry A practical computer test on Microsoft programmes (MSWord, MExcel and MSPowerPoint) may be conducted.
**DUTIES**

Human Resource Administration: Manage the appointment of new employees. Manage and verify the processing of HR allowances, awards, bonuses and deductions. Manage the processing of the monthly payroll. Manage the processing of terminations. Manage the recruitment & selection administration. Manage and verify the processing of all leave related transactions. Manage and verify conditions of service related transactions and correspondence. Recommend (approve) transactions on Persal and VIP according to delegations. (Final authorisation should happen on a higher level preferable at AD or higher level).

Human Resource Management: HR provisioning (Recruitment and selection, advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Termination of service. Prepare reports on human resource administration issues and statistics. Allocate and ensure quality of work. Assess staff development. Supervise the analysis and administration of the organisation and post establishment. Undertake human resource planning. Supervise human resource practices. Supervise the performance management process. Human Resource Records Administration: Supervise the opening of files for each employee. Supervise the maintenance of files. Supervise the archiving/disposal of files. Supervise the filing of documentation. Supervise the safeguarding of files and documentation. Performance Management: Meet deadlines relating to Supervisees' performance contracts. Meet deadlines relating to Supervisees' Quarterly performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Apply discipline. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensuring that Key Result Area (KRA's) of Supervisees are aligned to the Department's and College's Strategic plan, Annual Performance Plan (APP) and Operational plan. Ensure that all funded, filled and unfilled posts within one's area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department.

**ENQUIRIES**

Mrs JSM Smith at (035) 902 9511
ANNEXURE H

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION: Ms D Mashapa
CLOSING DATE: 16 February 2018
NOTE: Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment to undertake a pre-entry practical exercise as part of the interview process. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

MANAGEMENT ECHELON

POST 05/26: DIRECTOR: INVESTIGATIONS AND PROTECTION (NATIONAL SPECIALISED INVESTIGATIVE TEAM) REF NO: Q9/2018/07
NB: This is a re-advertisement of ref: (Q9/2017/21) and those who previously applied are encouraged to re-apply.

SALARY: R948 174. per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. 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 generic managerial competency assessment. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office Pretoria
REQUIREMENTS: Relevant undergraduate NQF Level 7 or equivalent qualification in law or law enforcement as recognised by SAQA, a minimum of ten (10) years’ experience in the Criminal Justice System is required of which at least five (5) years should have been on a middle/senior management level. At least five (5) years criminal investigation experience relating to specialised investigations (surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Experience and training in Special Weapons and Tactics (including hand to hand combat) will be a strong recommendation. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government’s broad transformation objectives and initiatives are essential, Project Management and knowledge of investigative system and procedures, a valid driver’s license is essential and training in advanced driving skill would be an added advantage. Ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Financial skills, Interpersonal skills, Good Communication skills, Report writing Skills, Facilitation Skills, Negotiation Skills, Highly skilled in Investigation and Firearm usage.

DUTIES: Manage investigations of subordinates as well as, where required lead the investigation especially where: Investigation of cases of a specialized nature where normal investigative measures and techniques are insufficient, Investigation of cases associated with high profile / media related cases, Investigation of cases of corruption involving the police where the corruption amount exceeds R 5 million. Investigation of cases involving major crime
syndicates, Reviewing and signing off on all recommendations to the National Prosecuting Authority and SAPS, where criminal, departmental recommendations are warranted and ensure that the case is brought before a court of law. Coordination of activities ensuring the safety of witnesses where the safety of the witnesses are in doubt due to the nature of the investigation (suspect being a high profile person/ crime syndicate related/ value associated with the corruption might mean that attempts might be made on witnesses lives). Co-ordination of witness protection where and when needed. Engaging stakeholders on a National Level on all cases investigated by the component.

ENQUIRIES
Mr M Sesoko Tel No: (012) 399 0047

POST 05/27 : DIRECTOR: INVESTIGATIONS AND INFORMATION MANAGEMENT
REF NO: Q9/2018/08
NB: This is a re-advertisement of ref: (Q9/2017/28) and those who previously applied are encouraged to re-apply.

SALARY : R948 174. per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. 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 generic managerial competency assessment. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office Pretoria

REQUIREMENTS : Relevant Bachelor’s Degree or equivalent qualification in law or law enforcement (NQF level 7), a minimum of ten (10) years’ experience in the Criminal Justice System is required of which at least five (5) years should have been on a middle management level. Experience and knowledge in Policy formulation. Experience and training in Special Weapons and Tactics (including hand to hand combat) will be a strong recommendation. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government’s broad transformation objectives and initiatives are essential. Knowledge of the case management system is critical. Project Management and knowledge of investigative system and procedures, a valid driver’s license is essential. Ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Financial skills, Interpersonal skills, Good Communication skills, Report writing Skills, Facilitation Skills, Negotiation Skills, Highly skilled in Investigation and Firearm usage.

DUTIES : Key Performance Areas: Develop good working relations with key stakeholders, manage resource both human and physical including budget. Develop and review investigation policies. Assess provincial investigation performance reports and compile a report. Conduct investigator’s training needs analysis and co-ordinate training. Conduct resource requirements analysis for investigators. Recommend procurement of investigative equipment as per identified need. Coordinate and compile National budget for programme, compile all strategic document and reports for reporting to stakeholders. Manage the case flow management system. Ensure reporting on National investigations and high profile cases. Assist the National Head Investigations with monitoring of compliance with the SOP, administrative and investigative guidelines issued by the National Head Investigations and the Executive Director. Manage case investigative process handled by the office of the National Head Investigations.

ENQUIRIES : Mr M Sesoko at (012) 399 0047
DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement.

CLOSING DATE : 23 February 2018

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin.

OTHER POSTS

POST 05/28 : DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 18/03/CFO
12 Months Contract

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

CENTRE : National Office: Pretoria

REQUIREMENTS : Appropriate three year Degree /National Diploma in Financial Accounting/Management or equivalent qualification at NQF6; A minimum of 6 years’ experience in the field of Finance of which 3 years must be at supervisory (ASD) level and include extensive Internal Control experience; Knowledge of Financial, Provisioning and/or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, Public Service Act and other related legislative prescripts; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Word, Excel, AS, SCM systems and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyse and solve problems; Quality and staff management skills; Committed, flexible and reliable.

DUTIES : Key Performance Areas: Manage the process of detecting and preventing financial non-compliance within the Department; Responsible for maintaining irregular, fruitless and wasteful expenditure for the Department; Identify potential risks and control weaknesses within department and assist managers with the implementation of action plans to strengthen internal controls; Review policies, procedures and delegations to identify and improve on internal control measures; Provide effective people management.

ENQUIRIES : Ms Qhamakoane M. ☎ (012) 357 8591

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
POSTS 05/29

ASSISTANT DIRECTOR: INTERNAL CONTROL
REF NO: 18/04/CFO
12 Months Contract Appointment

SALARY: R334 545 + 37% = R458 326 in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification at NQF6; A minimum of 3 years relevant experience in the field of Finance which must include Internal Control and experience as a State Accountant; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organising skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

DUTIES: Key Performance Areas: Investigate and report all Irregular, Fruitless and Wasteful Expenditure and unauthorized expenditure within the Department; Monitor and review CFO Branch policies, standards operating procedures, delegations of authority and internal controls; Report on financial statements and information management; Provide effective people management;

ENQUIRIES: Ms E. Zeekoei (012) 315 1436

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

POST 05/30

ASSISTANT DIRECTOR REF NO: 18/02/LD

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

CENTRE: South African Law Reform Commission: Centurion

REQUIREMENTS: An appropriate 3 year Degree/ National Diploma in Public Administration or equivalent; A minimum of 3 years’ experience in Administration environment; Knowledge of PFMA and Supply Chain Management processes; Knowledge of Project Management. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written);Interpersonal relations; Ability to work independently and under pressure; Report writing skills; Ability to interpret and apply policies; Analytical skills; Planning and organizing

DUTIES: Key Performance Areas: Provide support to administrative processes of the South African Law Reform Commission; Manage assets within the office of the Commission; Manage finance and procurement of goods and services; Provide effective people management.

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

ENQUIRIES: Ms P. Leshilo (012) 357 –8240

POST 05/31

MAINTENANCE OFFICERS MR 1 MR 2) 2 POSTS

SALARY: R174 606 = R258 672 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Atlantis Ref No: 152/17/WC
Magistrate Office Ceres Ref No: 153/17/WC

REQUIREMENTS: An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Knowledge of the Maintenance Act (Act 99 of 1998); Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver’s licence; Skills and Competencies: Computer literacy; Excellent communication skills (written and verbal); Ability to work with the public in a professional and empathetic manner; Develop a thorough
understanding of all services procedures, involved in the area of Maintenance and other areas of Family Law; Explain legal terminology and processes in simple languages; Manage time effectively; Processes in simple languages and develop good facilitation; Think and write clearly; Think innovatively and work in pressured environment; Assist the court in the conducting of Maintenance enquiries; Facilitate communication between people with Maintenance disputes.

**DUTIES**

Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Ensure implementation of Bench Orders.

**ENQUIRIES**

Mr R Hendricks (021) 462 5471

**APPLICATIONS**

Please forward your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000. Or Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town, 8000.

**FOR ATTENTION**

Mr M Ketelo

**NOTE**

Separate application must be made per each center and quoting the relevant reference number
ANNEXURE J

DEPARTMENT OF LABOUR

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

CLOSING DATE : 19 February 2018 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 05/32 : CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/18/02/14HO

SALARY : R1 127 334 per annum (All inclusive)

CENTRE : Provincial Office: Eastern Cape


DUTIES : Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.
ENQUIRIES : Ms M Bronkhorst, Tel: (012) 309 4969
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 05/33 : DIRECTOR: COMMUNICATION REF NO: HR 4/18/01/01HO

SALARY : R948 174 per annum (all inclusive)
CENTRE : Directorate, Communication, Head Office.

DUTIES : Develop and implement strategies with regards to stakeholder relations and media production within the Department of Labour and its key Stakeholders. Provide strategic guidance in the evaluation and analysis of print and electronic media so as to contribute to professional and timeous DOL communication. Produce and distribute publications on services rendered by the Department of Labour including the management of the DoL Website and Intranet. Manage resources within the Directorate Communications.

ENQUIRIES : Mr TPM Thejane, Tel: (012) 309 4865
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

POST 05/34 : SPECIALIST: EMPLOYER AUDIT REF NO: HR4/4/9/303

SALARY : R779 295 per annum (all inclusive)
CENTRE : Provincial Office: Mmabatho (North-west)

DUTIES : Manage and monitor the implementation of UIA and COIDA programme strategy. Develop systems to provide expert and advice on sector specific to UIA and COIDA matters. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the implementation of advocacy campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement unit.

ENQUIRIES : Mr ABM Mampuru, Tel: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho 2737
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho

POST 05/35 : DEPUTY DIRECTOR: FINANCE REF NO: HR 4/17/11/01

SALARY : R657 558 per annum (All inclusive)
CENTRE : Sheltered Employment Enterprise, Silverton
REQUIREMENTS : Three year tertiary qualification. Three (3) year management experience. Two (2) years functional experience. Knowledge: Public Finance Management Act, Supply Chain Procedure, Treasury Regulations, Preferential Procurement

**DUTIES**: Manage the financial System processes within the Supported Employment Enterprises: Set up and maintain transaction processing rules, item processing rules, and parameters etc. Monitor the security function on financial by adding new users on the system, resetting of revoked users ID's, access to the ODE structure, access to functional areas, access to workflow groups etc. Manage Expenses, Control and Revenue accounts. Ensure year end and monthly tasks are dealt with. Manage and monitor the Financial Control service to ensure effective and efficient utilization of resources: Co-ordinate the monthly audit meetings. Attend Audit Steering Committee meetings. Compile and update the Audit Protocol used during the Audit process. Liaise with the CEO regarding Audit Planning Memorandum and Engagement letters for each financial year. Co-ordinate Audit Reports at the financial year end. Compile Financial Policies regarding the Financial Control, update and amend the Delegations regularly. Manage the Financial Report of the factory: Ensure that Expenditure, Revenue, Asset and Liabilities are allocated correctly on a Trail Balance. Identify mis-allocation of transactions in accordance to Standard Chart of Accountants (SCOA). Monitor and clear Control Accounts on a monthly basis. Compile Annual Financial Statements for the factory and ensure that the reporting period is successfully closed on Financial System. Manage the process of Financial Accounting to ensure compliance with all financial prescripts e.g. PFMA, Treasury regulations: Monitor the processing and submissions follow up’s, recovery of all the inter-Departmental salary claims from other departments. Manage the Reconciliation of Accounts for payments made if they are relevant for reporting and control purposes. Monitor that all bank related transactions are cleared before each month. Submit the approved Bank Reconciliations Report to the CFO for verification. Manage all resources of the Sub-Directorate: Manage development of staff in terms of PDP’s Performance Agreements, Performance Assessments and advice on career paths. Monitor staff regarding Human Resource such as Leave, Recruitment and Grievances. Control Budget and utilization of equipment’s in the Sub-directorate.

**ENQUIRIES**: Mr AA Mabusela, Tel: 012 843 7300

**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office

**POST 05/36**: PSYCHOMETRIST / REGISTRED COUNSELLOR (GRADE1) 2 POSTS

**SALARY**: R514 476 (OSD)


**DUTIES**: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES**: Ms M Mamburu, Tel: (058) 713 0373 Mr S Maputaka, Tel: (041) 506 5000

**APPLICATIONS**: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London

**FOR ATTENTION**: Sub-directorate: Human Resources Management, Bloemfontein
POST 05/37 : SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/8/154

SALARY : R417 552 per annum
CENTRE : Labour Centre: Bloemfontein
DUTIES : Co-ordinating and maintaining the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provision of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.
ENQUIRIES : Ms WE Williams, Tel: (051) 411 6402
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST 05/38 : ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/55

SALARY : R417 552 per annum
CENTRE : Provincial Office: Emalahleni
DUTIES : Provide administrative support to the PES at the Provincial Office. Compile and monitor the budget for the PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide human resources management functions to PES at the Provincial Office.
ENQUIRIES : Mr EA Masemola, Tel: (013) 655 8960
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 05/39 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/6/6/124

SALARY : R334 545 per annum
CENTRE : Provincial Office: Limpopo
DUTIES : Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Establish and
manage an integrated risk management framework for all aspects of risk across the Department. Manage resources within the Risk Management Unit.

ENQUIRIES: Ms TE Maluleke, Tel: (015) 290 1662
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700, Physical address 42A Schoeman Street, Polokwane
FOR ATTENTION: Human Resources Operations, Limpopo.

POST 05/40: ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS AND EMPLOYMENT REALTIONS REF NO: HR4/6/6/122

SALARY: R334 545 per annum
CENTRE: Provincial Office: Limpopo
DUTIES: Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.

ENQUIRIES: Mr MS Magwasha, Tel: (015) 290 1627
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700, Physical address 42A Schoeman Street, Polokwane
FOR ATTENTION: Human Resources Operations, Limpopo.

POST 05/41: ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS REF HR4/18/01/15HO

SALARY: R334 545 per annum
CENTRE: Chief Directorate: Human Resources Management, Head Office
DUTIES: Manage the process of recruitment and selection within the Department. Manage the administration of Persal system in the Department. Manage staff and other resources.

ENQUIRIES: Ms PP Mthethwa, Tel: (012) 309 4549
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 05/42: ASSISTANT DIRECTOR: POLICY RESEARCH AND MONITORING REF NO: HR4/18/01/16HO

SALARY: R334 545 per annum
CENTRE: Chief Directorate: Human Resources Management, Head Office
REQUIREMENTS: Three (3) year relevant tertiary qualification in Human Resources Management/Public/Business Management. Two (2) years supervisory experience. Two (2) years functional experience in Human Resources Management. Knowledge: Public Service Regulations and relevant prescripts,

**DUTIES**

Co-ordinate the development and revision of Human Resources policies. Provide support and advice on Human Resources policies and practices to clients. Supervise and ensure that the staff establishment is monitored as well as updated through the relevant systems in the department. Monitor and ensure implementation of the Employment Equity Plan. Co-ordinate the development of the Departmental Mid Term Expenditure Framework Human Resource Plan. Manage all resources in the Division.

**ENQUIRIES**

Ms L Rudah, Tel: (012) 309 4569

**APPLICATIONS**

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION**

Sub-directorate: Human Resources Operations, Head Office
OFFICE OF THE CHIEF JUSTICE

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.

APPLICATIONS

Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.

CLOSING DATE

23 February 2018

NOTE

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 POST

POST 05/43

CONTRACT JUDGES SECRETARY (3 YEAR CONTRACT)

SALARY

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

CENTRE

Gauteng Division: Pretoria (3 Posts), REF NO: 2018/22/OCJ
Land Claims Court (1 Post), REF NO: 2018/24/OCJ

REQUIREMENTS

Grade 12, experience as a Judges Secretary, shortlisted candidates will be required to pass a typing test; A valid driver’s licence. The following will serve as an added advantage; a Secretarial Diploma; a four year recognized qualification or a minimum of 20 modules completed towards LLB, BA or Bcom Law degree; Proficiency in English and Afrikaans and at least one other official language; 2 to 3 years’ experience working in a legal environment. Skills and Competencies:; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness’ Attention to detail and accuracy; Initiative; Ability to remain calm under pressure; Research capabilities.

DUTIES

Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk’s office; Management of judge’s vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates...
with Judges, Supervisors and co-workers as necessary to ensure the smooth
and efficient operation of the Court; Arrange receptions for the Judge, and his
visitors and attend to their needs; Manage of Judge’s Library and updating of
loose leaf publications; Any other task for or allocated by the Judge; Comply
with Departmental Policies and Prescripts and procedures or guidelines for the
generated reports and indirectly oversee the monthly submission of data by
court administration personnel and project members of the relevant projects in
the division.

**ENQUIRIES**

: Ms T Mbaleka ☎️ (011) 335 0404
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: 02 March 2018, 15h45.

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to a practical test. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 05/44: ASSISTANT DIRECTOR: INFORMATION SYSTEMS REF NO: ASD/IS/02/18

SALARY: R334 545 - R404 121 per annum (Level 9) (excluding benefits)

CENTRE: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. A National Diploma/Degree in Information Technology or related field (New NQF Level 6 or 7). At least 3 – 5 years’ experience of working with HTML, ASP, ASP.NET JavaScript, Administering Microsoft SQL 2012, 2014, 2016 and SharePoint administration is required. At least 3 – 5 years’ experience in programming. At least 3 – 5 years’ experience in working with Transversal systems BAS, PERSAL, LOGIS (user support). Knowledge and certification in IT project management will be an added advantage. A valid driver’s license,

DUTIES: Asses the feasibility of proposals for new systems as presented by users. Prepare user requirements specification documents. Design and develop new systems, test and implement using SDLC methodology. Support users and maintain existing systems. Support SharePoint environment. Formulate programming changes in response to business needs. Initiate and document code changes. Prepare programme descriptions and documentation. Ensure that all changes follow the prescribed Change Management procedure before deployment into production environment. Provide first line support on all developed systems, including liaising with service provider. Provide support for the Data warehouse including writing queries, creating reports and...
providing user support. Manage Service Level Agreements with internal and external stakeholders

ENQUIRIES : MR E MASANGO TEL NO: (012) 352 1125

POST 05/45 : ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR-GENERAL
NO: AS/DDG/01/18.

SALARY : R226 611- R266 943 per annum (Salary Level 7)
CENTRE : Head office, Pretoria
REQUIREMENTS : A Secretarial Diploma (NQF Level 5) coupled with three (3) to five (5) years’ experience in client liaison and general administration. A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage. Experience in formatting reports and layout of documents. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. Must have a valid driver’s license.

DUTIES : The successful candidate: Will be responsible for the smooth operation of the Deputy Director General’s. He/she will serve as a Personal Assistant to the Deputy Director-General. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administering office correspondence/documents/reports. Assist in the expenditure control for the office of the Deputy Director-General. Making travel and accommodation arrangements and processing claims thereof. Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system. Organising meetings/workshops and taking minutes during meetings. Administering the Deputy Director-General’s diary. Acting as a receptionist for the Deputy Director-General and the Office

ENQUIRIES : MS K Sedibe Tel No: (012) 352 1206

POST 05/46 : EARLY RESOLUTION OFFICER REF NO: ERO/02/18

SALARY : R183 550 - R216 216 per annum Level 6 (excluding benefits)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma (New NQF level 6) qualification in public administration, social sciences or law. An Advanced Certificate in Customer Contact Centre Operations will serve as an advantage. Language Proficiency in Afrikaans, isiXhosa and isiZulu. 2-3 years’ experience in a call center environment, administration or investigations. Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Telephone etiquette and report writing skills. Interviewing skills. An assertive, trustworthy professional with integrity. Good interpersonal relations. Problem solving. Ability to work independently, under pressure and as part of a team. Basic investigation skills. Knowledge and skills in Administration. Organizing information and data. Knowledge of legislation/Regulations e.g. the Constitution of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act and Prevention and Combating of Corrupt Activities Act.

DUTIES : Receive complaints from callers/whistle-blowers via telephone, e-mail, fax and website. Obtain relevant information by asking clarifying questions with the use of OPSC template. Request documentation where available and conduct appropriate follow-up where necessary. Refer/advice the callers to report cases which falls outside the mandate of the PSC to other avenues. Provide callers with NACH reference number for feedback purposes. Summarizing and generating case reports using the Case Management System.

ENQUIRIES : Mr MJ Mudau Tel No: (012) 352 1038
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Www.dpme.gov.za

CLOSING DATE: 16 February 2018 @ 12:00 pm

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

MANAGEMENT ECHELON

POST 05/47: DEPUTY DIRECTOR-GENERAL: NATIONAL PLANNING COORDINATION SERVICES REF NO: 002/2018

SALARY: R1 370 973 - R1 544 406. all-inclusive salary package per annum (Salary Level 15). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate NQF 8 Qualification. A Master’s Degree NQF 9 will be an added advantage. A Minimum of 10 years’ appropriate experience in the area of Planning Coordination of which 8 years must be at senior management (SMS) level. Competencies/Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and
knowledge management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

**DUTIES:** Reporting to the Director-General, the successful incumbent will be responsible for facilitating macro and transversal planning across government and planning functions in the Department. Facilitating of long-term planning and aligning of budget allocations to NDP priorities across government. Developing and implementing of planning frameworks and coordinating of alignment of strategic plans and annual performance plans to MTSF priorities. Conducting of socio-economic impact assessments of new and existing legislation and regulations to ensure alignment with the NDP and mitigation of unintended consequences. Ensuring the Branch’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient business/operational and performance annual planning for the Branch. Ensuring effective and efficient management of procurement within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

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

**POST 05/48:** CHIEF DIRECTOR: LEGISLATION REF NO: 003/2018 NPC Secretariat

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A LLB or B-Degree: Law or an Advanced Legal Diploma qualification (NQF7) with at least 10 years’ experience in a Legislative and Policy Management environment of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies/ Skills: The successful candidate will have demonstrated an in-depth knowledge of Legislative Drafting; Policy & Planning; International legal benchmarking and research. Must have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills and programme and project Management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES:** The successful incumbent will be responsible to manage, provide and coordinate legal advisory services to the National Planning Commission. This entails providing strategic legal advisory services, including legislative auditing, advising on legislative gaps and providing resolutions. Contemplate, prepare and promote new and amendments to planning legislation and reforms. Coordinate, draft, edit and revise on concept, sub-ordinary and overarching planning legislation. Manage and regulate the issuing of planning guidelines and directives, e.g. practice notes and conduct research and international benchmarking in terms of applicable legislation practices, instruments and systems. Monitoring/recommending of the NPC’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the NPC and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the unit.

**ENQUIRIES:** In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.
POST 05/49 : CHIEF DIRECTOR: RESOURCE PLANNING (MANDATE PAPER ANALYST) REF NO: 004/2018
Chief Directorate: Resource Planning

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

CENTRE REQUIREMENTS : Pretoria

REQUIREMENTS : Honours Degree/Post Graduate Diploma in Public Finance, Macro Economics or related (NQF 8) with at least 10 years’ experience in the areas of Public Finance and Macro Economics of which 5 years must be at Senior Managerial level. A relevant Master’s degree qualification (NQF 9) and/or specialist training courses will be an added advantage. Competencies/Skills: The successful candidate will have demonstrated an in-depth knowledge of the NDP/MTS, Analytical skills, Strategic Planning processes, Budgetary Planning Frameworks and systems. Must have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills and project Management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES : The successful incumbent will be responsible to manage and ensure government resource budgetary allocations are aligned to set government programmes, plans and priorities. This entails developing the Annual Budget Prioritization Framework based on departmental budget proposals to guide budget proposals/allocations. Monitor and conduct impact assessments on the adherence to budgeted programmes and priorities. Develop and provide a Sustainability Model by conducting forecasting of future needs and resource allocation. Coordinate DPME’s participation and provide technical support to the National MTEF Committee and Ministerial Committee on the budget. Conduct research and database management. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate as well as efficient management/supervision of staff, procurement, equipment and facilities within the Chief Directorate.

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

POST 05/50 : SENIOR SPECIALIST: BUDGET PRIORITIES REF NO: 005/2018
Chief Directorate: Resource Planning

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

CENTRE REQUIREMENTS : Pretoria

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

**DUTIES**

The successful candidate will be responsible to provide technical and specialised advice with regard to resource planning and implementation of the Budget Prioritization Framework. This entails manage and implementing of the annual Budget Prioritization Framework (BPF) process, outcomes and revise accordingly. Developing and manage the Mandate Paper process and related document flow. Monitor and assess the implementation process and develop adherence reports. Provide technical and administrative support to key cluster events and conduct research with regard to modelling and other aspects of the BPF. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate as well as effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

**ENQUIRIES**

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

**OTHER POSTS**

**POST 05/51**

**SPECIALIST: BUDGET PRIORITIES (2 POSTS) REF NO: 006/2018**

Chief Directorate: Resource Planning

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate National Diploma/Bachelor’s Degree or Advanced Diploma in Public Finance or equivalent (NQF6) with at least 6 years’ appropriate experience of which 3 years should be in facets of Public Financial Management / Macro Economic and 3 years at ASD level. A good understanding of Strategic Planning; Analysis; Research Methodology and Government Planning & Budgeting processes is essential.

Competencies/Skills: The ideal candidate should have the following skills: Planning, coordination and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work as part of a team as well as functioning independently. Well-developed leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Ability to work with diversity and multi-disciplinary teams.

**DUTIES**

The successful candidate will be responsible to assist with the provisioning of technical support and advice with regard to resource planning and implementation of the Budget Prioritization Framework (BPF). This entails supporting annual assessment of the BPF processes by conducting analysis and provide technical input and support. Communicating, distributing and arranging processes linked to the Mandate Paper matters. Conduct research with regard to modelling and other aspects of the BPF. Provide technical and administrative support to key cluster events and analyse and assess the implementation process and develop adherence reports. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate as well as effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.
ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.

POST 05/52: DEPUTY DIRECTOR: COORDINATION SYSTEMS REF NO 007/2018
Directorate: FSD Systems

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate National Diploma/Bachelor’s Degree (NQF 6) or equivalent with at least 6 years’ appropriate experience of which 3 years should be experience in working at all spheres of government and 3 years at ASD level. A good understanding and experience in monitoring and evaluation, statistics, technology, science, knowledge management, programme design, project management and data management: The ideal candidate should have the following skills: planning, coordination, project management, technical skills, analytic skills and sound human relations. Should produce high quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be proactive and flexible. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under demanding situations and the ability to maintain high levels of confidentiality and professionalism. Ability to work with diversity and multi-disciplinary teams. Must have a valid Driver’s Licence and be prepared to travel frequently.

DUTIES: The successful candidate will responsible for the implementation of effective monitoring, reporting and knowledge management systems and tools for the frontline service delivery monitoring programme. This entails developing and maintaining tools and guidelines for the FSDM programme and provide analysis for reporting from the data collected. Develop, communicate and distribute the FSDM knowledge products and establish and manage stakeholder relations with key national departments, Offices of the premiers and provincial partners. Put in place systems for the effective and efficient implementation of the FSDM programme and research local and international policies, norms and standards to improve and sustain the relevance and the implementation of the FSDM programme. Develop and maintain a database for FSDM knowledge (questionnaires, facilities, policies, methodologies, reports etc.) and write national and provincial reports and present reports to the relevant stakeholders. Build capacity in government for the work of the chief directorate.

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

POST 05/53: HR PRACTITIONER: HRD REF NO 008/2018
Sub-Directorate: HR Utilisation and Development

SALARY: R226 611. – R266 943. per annum (level 7) plus benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 6) or equivalent in HRD, HRM, Business Management, or Public Management with a minimum of 3 years appropriate experience of which 2 years must be in Human Resource Development. Short courses in the field of HRD will serve as an advantage. Must have applied knowledge of HRD legislation, policies and prescripts. Candidates should possess the following skills: Technical/ professional skills; ability to work independently and in a team, produce work of good quality, be flexible, reliable; have good verbal and written communication skills, good Interpersonal relationship skills, planning and execution skills; and good leadership skills. Ability to manage/control financial resources and supervise staff.

DUTIES: The successful candidate will be responsible to coordinate and facilitate Human Resources Development processes within DPME. This entails administration of internal and external bursaries; facilitate the Departmental
and Compulsory Induction Programmes. Coordinate the internship and learnerships programmes. Assist to develop the workplace skills plan and the training reports. Create and update various databases and manual records. Assist with the secretariat duties of the Training Committee. Conduct and/or coordinate training courses and workshops. Provide advice to officials and manage other resources.

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

**POST 05/54**: SENIOR INTERNAL CONTROL CLERK REF NO 009/2018

**SALARY**: R183 558. – R216 216. per annum (Salary level 6) plus benefits

**CENTRE**: Pretoria

**REQUIREMENTS**: A relevant 3 year tertiary qualification (NQF 6) with 3 year relevant experience in Internal Control/SCM and or Finance of a Provincial or National Department.

**Competencies/Skills**: The ideal candidate should have the following skills: Numeracy, Computer Literacy (MS Office suite), Knowledge of BAS, LOGIS and PERSAL systems, knowledge of the Public Finance Management Act and Treasury Regulations as well as interpret these policies. Good interpersonal relations. Personal attributes: Must be a self-motivated individual, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner. The successful candidate will be responsible to administer and perform internal control and operational services in the Department. This would involve: Supervise and assist with the recording of new invoices on the invoice tracking system. Ensure good document administration (filing) and follow ups on outstanding batches, safeguarding of S&T, Finance and SCM documents in the batch room. Ensure that all documents received are scanned and saved in the departmental server. Review compliance of BAS and LOGIS payments with policies and procedures (Both Finance & SCM) before filing them. Perform daily reconciliation of payments processed and documents received. Maintain batch control registers for all incoming and outgoing documents. Identify instances of losses, irregular and fruitless and wasteful expenditure and report to supervisor for further investigations. Assist with the provision of documents to internal control clients. Assist with verifying the completeness and accuracy of the contract register. Assist with verifying the accuracy and completeness of operating leases and finance leases payments and the related lease liabilities. Assist in the preparation of documentation for Loss Control Committee meetings. Supervision of staff and interns. Perform adhoc duties as requested by the supervisor.

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

**POST 05/55**: TEAM SECRETARY: RESOURCE PLANNING REF NO: 010/2018

**Chief Directorate: Resource Planning; Chief Directorate: Planning Alignment**

**SALARY**: R183 558. – R216 216. per annum (Salary Level 6) plus benefits

**CENTRE**: Pretoria

**REQUIREMENTS**: 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 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 Chief Directorate. 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 Chief Directorate, 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 Chief Directorate’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
ANNEXURE N

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS: Please forward your application, quoting reference, addressed to: The Chief Director: Human Resource, Security and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.

CLOSING DATE: 19 February 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post.

MANAGEMENT ECHELON

POST 05/56: DIRECTOR-GENERAL: PUBLIC SERVICE AND ADMINISTRATION (5-YEAR CONTRACT APPOINTMENT) REF: DPSA/00.

Purpose: The position of Director-General in the Department of Public Service and Administration is the highest administrative executive position, which is responsible for providing overall leadership, management and drive the strategic direction of the Department.

SALARY: An all-inclusive remuneration package of R1 782 687. per annum, consisting of a basic salary (70% of the total remuneration package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate SAQA recognised undergraduate qualification (at NQF 7) and a post graduate qualification (at NQF 8). 8-10 years of experience at a senior managerial level (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Extensive knowledge and understanding of Public Administration. In-depth knowledge of Government legislative framework, Public Service legislative and policy frameworks, the National Development Plan, Programme of Action and Government Medium Term Strategic Framework. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good
communication and interpersonal skills. Good networking skills/ Stakeholder management and coordination.

**DUTIES**

(Key Performance Areas): As the Accounting Officer and Head of the Department, the Director-General will be responsible for ensuring that the Department delivers on the following strategic goals: Promotion of stability of leadership in the top levels of the bureaucracy by introducing clear delegations and improving public confidence in the process and quality of appointments; promote the public service as a career of choice by adopting a more long term approach to developing the skills and professional ethos that underpin a development oriented public service; improve management and operations systems to challenges frontline staff face in delivering quality services to citizens; improve accountability as set out in the Batho Pele principles and the Public Service Charter; build and maintain sound labour relations, human resource management practices and remuneration policies; and improve confidence in the integrity of the public service through strengthening the fight against corruption. As Accounting Officer, assume overall management and accounting responsibilities over resources such as human, finances and assets as well as the overseeing of the ongoing strategic transformation and change management processes in the Department; Ensure compliance with all applicable legislation and, in particular, the provisions of the Public Finance Management Act, Public Service Act and its Regulations, the Preferential Procurement Policy Framework and the Employment Equity Act; Manage the Department effectively, through ensuring that a Strategic Plan is developed, executed and reported on, which outlines the Department’s key programmes, activities, outputs and performance measures against which the Department’s performance will be measured; Maximise the DPSA’s role in the building of a capable and developmental state, through the development and implementation of appropriate legislation, regulations and strategies. Develop and implement policies that will result in the creation of an efficient, effective and development oriented public service and give effect to other Government policies, strategies and programmes in order to achieve approved transformation goals. Ensure a coordinated and integrated approach in achieving Government objectives through building and strengthening relationships with other delivery partners, spheres of Government and oversight structures; Actively participate in Government clusters and interdepartmental structures aimed at facilitating and promoting the achievement of an integrated approach to delivery on Government objectives and strategies; Support Cabinet and the Minister in the execution of the Government’s programme of action.

**ENQUIRIES**

Mr Kenny Govender, Tel. 012 336 1045.

**NOTE**

All short-listed candidates for the post will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to sign annual performance agreements, submit annual financial disclosures, undergo security clearance and abide by public service legislation and prescripts.
APPENDIX O

DEPARTMENT OF PUBLIC WORKS

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

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

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 16 February 2018 at 16h00

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

Erratum: Kindly note that the post of Assistant Director: Financial Reporting (2 Posts) Ref No: 2018/15 with the closing date 09 February 2018 published in circular 04 dated 26 January 2018, Requirements has been amended as follows: A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive finance experience. A valid driver’s licence and willingness to travel for official purposes. The post of Assistant Director: Disposal Property Management Ref No: 2018/21 with the closing date 09 February 2018 published in circular 04 dated 26 January 2018 has been amended as follows: Assistant Director: Acquisition and Disposal Property Payment, Centre: Umtata Regional Office. Applications: The Regional Manager, Department of Public Works Private Bag X5007, Sutherland Street, Mthatha, 5099. For Attention: Mr S Makhonzi, and also note that the post of Deputy Director: Regional Security Manager Ref No: 2018/11 with the closing date 09 February 2018 published in circular 04 dated 26 January 2018 has been withdrawn.

MANAGEMENT ECHELON

POST 05/57: CHIEF DIRECTOR: INTERNAL AUDIT AND INVESTIGATION SERVICES

REF NO 2018/18

SALARY: All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Undergraduate qualification (NQF level 7) in internal auditing/auditing and accounting A Certified Internal Auditor CA (SA) or studying towards CA will be an added advantage. 5 years’ experience at a senior management level and extensive experience in auditing -must be a practising professional A registered member of the Institute for Internal Auditors Knowledge: Auditing and Accounting standards for Professional Practice of Internal Auditing Treasury Regulations and Public Finance Management Act Institute of Internal Auditors Code of Ethics Risk management and lead combined assurance.
model Team-mate Audit Software and AC Skills: Leadership & Supervision Strategic and Change Management Proficient computer literacy and Numeracy, Advanced communication (verbal and written) Advanced Project Management Advanced Report writing Organisation and Co-ordination Interpersonal Negotiation, Analytical thinking, and Interviewing. Ability to influence others and Conflict management Personal Attributes: Professional conduct and representation Integrity, Diligence Dedication Honesty Exercise prudence with confidential information Innovation Solution Oriented Ability to work under pressure and meet deadlines Ability to communicate at all levels Maintain Unit independence and objectivity A valid Drivers’ license Must undergo security clearance.

DUTIES: Direct Internal Audit Activities for Head Office, Regions and Computer audits. Develop the risk based strategic and operational plan for the component Ensure effective implementation of the Operational Plan Review and quality assurance work produced by the Component; Identify audit approaches and methodologies suitable for Internal Auditing Conduct annual risk reliance reviews and lead the Combined Assurance Model Identify and Manage the risks for the component Implement and Monitor the Quality Assurance Improvement Programmes for the Component Ensure Component’s compliance with all the relevant statutory requirements, acts and professional practices Monitor and ensure Component’s achievement of its strategic goals and those of the Department Provide management with advise and recommendations on effective risk management, good systems of control and corporate governance Present unit activities and audit outcomes regularly to Director General and Executive Management Report to the Audit Committee the performance of the Unit against the plan and other related activities Co-ordinate the review and update of the Audit Committee Charter and Unit policies annually Coordinate the evaluation of performance of the Audit Committee Effective management of co-sourced activities Effective management of the Component and Performance Management and Development of the staff Ensure that personnel’s conduct is in compliance with Institute of Internal Auditor’s Code of Ethics and Department’s Code of Conduct Establish and maintain policies and procedures to direct technical, miscellaneous and administrative functions in the Component Financial management of the Component Provide support to the Audit Committee.

ENQUIRES: Ms T Tukisi Tel: 012 406 1334

NOTE: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereaf er on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 05/58: DIRECTOR: FINANCE (REVENUE AND DEBT) REF NO 2018/28 (24 months contract)

SALARY: All-inclusive salary package of R948 174. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Financial accounting/ Financial Management plus 5 years’ at middle/senior managerial level and experiences in revenue & debt management and financial reporting. Post qualification in finance will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Analytical skills, good planning and organizing skills. Being able to work under pressure, be creative, innovative and have the ability to communicate at all levels.

DUTIES: The designing, implementation and maintenance of the Directorates’ strategic plans. Lead and provide direction towards realising the Department’s strategic plans. Develop detailed audit action plans. Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals. Effective management of accounts receivables as well as the implementation and maintenance of debt risk management system. Ensure that all clients are timely billed. Manage the compilation of accounts receivable financial reports.
Collate all sub-directorate financial reports, including regions. Manage the compilation of financial reports and GRAP accounting of leases. Provide management support to the line manager with compilation of annual financial statements. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Compile and present reports on the functioning of the directorate.

**ENQUIRIES:**
Mr. Mandla Sithole (012 - 406 1698)

**NOTE:**
The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

**POST 05/59:**
**DIRECTOR: STRATEGIC PLANNING REF NO 2018/39**

**SALARY:**
All-inclusive salary package of R948 174. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE:**
Head Office (Pretoria)

**REQUIREMENTS:**
An undergraduate qualification (NQF 7) or equivalent in Administration/Management 5 years’ at Middle managerial level and experiences in a Strategic Planning and/or Monitoring and Evaluation Knowledge of the Framework for Strategic Plans and Annual Performance Plans Framework for Managing Programme Performance Information Public Financial Management Act (PFMA), National Treasury Regulations and other Public Service prescripts Valid driver’s licence. Skills and competencies:
Strategic financial management skills Strategic leadership capability Communication skills (verbal and written) Computer literacy Project management skills People and resource management skills Research and development expertise Strategic change and risk management Presentation and facilitation skills.

**DUTIES:**
Coordinate, facilitate and guide the Department’s strategic planning process towards the development of the 5 Year Strategic Plan, Annual Performance Plan and Operational Plans; Provide capacity development, technical advice and support to the Department in the development of the Strategic Plan, Annual Performance Plan and Operational Plans including the setting of appropriate indicators, targets and standards; Coordinate, facilitate and guide the Department’s process towards the development of Implementation Plans in terms of the Department of Planning, Monitoring and Evaluation Guideline 2.3.3: Research and analyse Government’s priorities including the NDP, MTSF, Growth & Development Strategies, the Performance Agreement between the Minister and any other relevant long-term government plans; Analyse Strategic Plans and Annual Performance Plans of the Public Entities and BEPCs and provide guidance to the Public Entities and Built Environment Professional Councils during the strategic planning process; Develop and implement procedures, tools and systems for effective organisational performance information management and strategic planning; Manage the MPAT process for Strategic Management; Develop, maintain and update the Strategic Management System for planning purposes; Conduct strategic analysis and annual strategic reviews in the context of both Government and the Department’s commitments; Ensure integration of the strategic planning processes with other processes such as budgeting, risk management, quarterly progress reports and audit action plans; Assist with the compilation of the MTEF budget submission, Annual Report and Estimates of National Expenditure of the Department; Manage and respond to audit queries, collect data for performance audits and document management; Develop policies and procedures to ensure that the Department maintains an efficient, effective and transparent system and internal controls regarding performance management; Assist in the compilation of relevant documents and speeches; Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting.

**ENQUIRIES:**
Ms A Naicker Tel (012) 406 1170

**NOTE:**
The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All
applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.
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 : 16 February 2018 at 16:00

NOTE : In driving its critical mandate entrusted by the Government of South Africa to the Department, the Department is seeking to appoint a knowledgeable and passionate individual who will assume the position of Director General: Rural Development and Land Reform, based in Pretoria. The Department of Rural Development and Land Reform was created in 2009 and for the first time in its history the country had a Department dedicated to the social and economic development of rural South Africa committed to ensuring that South Africans residing in rural areas are protected under the same human rights and basic conditions as enshrined in our Constitution. In response to the latter, the Department defined its role and mission as being that of facilitating integrated development and social cohesion through partnerships with sectors of society in order to achieve Agrarian Transformation. To ensure alignment with Vision 2030 of the Nation Development Plan, the Department’s focus is on all-inclusive rural economy development and sustainability wherein rural communities have greater opportunities to participate equally in the economic, social and political life of the country. Do you have the passion to drive this Department’s critical mandate in ensuring and creating equal opportunities for rural communities by creating the necessary platforms for economic and social transformation and sustainability.

MANAGEMENT ECHELON

POST 05/60 : DIRECTOR GENERAL: RURAL DEVELOPMENT AND LAND REFORM (REF: 3/2/1/2018/021)

SALARY : R1 782 687 per annum (Level 16) (All-inclusive package to be structured in accordance with the rules for SMS plus 10% non-pensionable allowance) (This is a performance based contract position of 5 years which may be renewed at the expiration of the period)

CENTRE : National Office: Pretoria

REQUIREMENTS : Postgraduate qualification [NQF level 8] aligned to rural development and land reform underpinned by an appropriate undergraduate qualification [NQF level 7]. 8-10 years of experience at an executive management level within a large organization (3 years of which is within an organ of State). Skills and ability to provide strategic leadership and direction to the current team.

DUTIES : Implementation of the comprehensive rural development programme to achieve vibrant and sustainable communities. Managing the process of access to rights in land including land ownership and sustainable development. Developing and co-ordinating policies and programmes in support of the implementation of land reform. Developing, managing and facilitating the implementation of agrarian transformation. Facilitate planning and environmental support to the Department including compliance with relevant legislation. Developing, managing and facilitating the implementation of rural enterprises and industries. Developing, managing and facilitating the implementation of rural infrastructure development. Provision of special services in support of sound land administration including deeds registration. Provision of special services in support of sound land administration including cadastral surveys. Foster corporate governance and service excellence through compliance with the legal framework. Evaluate the adequacy and effectiveness of internal controls, governance and risk management of all business processes. Coordinate activities of the economic cluster.

APPLICATIONS : Submit your application by visiting our online recruitment platform http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE : Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s), if not included, the application will not be considered. It is a compulsory requirement for this post that the applicant upload the signed form Z83 available at https://www.gov.za/sites/default/files/gcis_documents/empoly.pdf with the CV when applying online. All shortlisted candidates will be subjected to personnel suitability checks and a technical exercise that intends to test relevant
technical elements of the job and will be required to undergo a two-day competency assessment. You must declare any conflict/perceived conflict of financial interest and disclose membership of boards and directorships you and your immediate family members are associated with as well as any criminal or disciplinary cases, completed or pending prior to the interview. If uncovered post the interview, the application will unfortunately not be considered further and if after the appointment, the employment contract will be terminated. No applications will be considered after the closing date. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement, undergo full security vetting and annually disclose her/his financial interests. The Job will require of the official to work irregular and extended hours. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit.

The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Applications must be submitted by clicking on the link to apply for the post above. http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx. Applications 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.

ENQUIRIES : E.M. Southgate, 012 312 8191

OTHER POSTS

POST 05/61 : LAND REFORM OFFICER (5 POSTS) (REF: 3/2/1/2017/018)

Directorate: Tenure Reform Implementation:

SALARY : R385 542 per annum (Level 8) (1 year contract all-inclusive package)

CENTRE : Kwazulu Natal (Umgungundlovu / Ilembe, Zululand / Amajuba, Uthukela / Mzinyathi, Ugu / Harry Gwala Districts)

REQUIREMENTS : LL.B degree. 2 years legal experience in a legal environment. Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation, Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications, Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders. Related skills: Project management, Negotiation, Contract management, Leadership, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver’s license (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours, Willingness to relocate as a result of operational requirements of the Employer.

DUTIES : Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation. Manage section 33 (2A) direct access to court cases. Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications. Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders.

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 females and persons with disabilities are encouraged to apply.
POST 05/62
LAND REFORM OFFICER (3 POSTS) (REF: 3/2/1/2017/019)
Directorate: Tenure Reform Implementation

SALARY: R385 542 per annum (Level 8) (1 year contract all-inclusive package)
CENTRE: Mpumalanga (X1 Ehlanzeni District, X1 Nkangala District, X1 Gert Sibande District)

REQUIREMENTS:
LL.B degree. 2 years legal experience in a legal environment. Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation, Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications, Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders. Related skills: Project management, Negotiation, Contract management, Leadership, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver’s license (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours, Willingness to relocate as a result of operational requirements of the Employer.

DUTIES:
Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation. Manage section 33 (2A) direct access to court cases. Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications. Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders.

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

POST 05/63
STRATEGY ANALYST (REF: 3/2/1/2018/020)
Directorate: Strategic Planning

SALARY: R334 545 per annum (Level 9)
CENTRE: Pretoria

REQUIREMENTS:
National Diploma in Business Management or Public Management. 3 years relevant experience in strategy management and monitoring and evaluation in a government environment. A course in strategic management, monitoring and evaluation will be an added advantage. Knowledge of and experience in government planning cycle (NDP, MTSF and MTEF). A thorough understanding of the Department of Rural Development and Land Reform’s key functions and purpose is also necessary. Job related skills: Communication, Writing, Facilitation, and Computer. Budget and forecasting skills will be an added advantage. A valid driver’s license (code 08).

DUTIES:
Understanding departmental planning by arranging, coordinating and facilitating planning workshops. Arranging and coordination of planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitation happens during and after planning workshops by ensuring that information is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyze and organize information in preparation for strategic planning workshops and documents. All planning information should be collected from all branches and provinces, analyzed in terms of relevance and applicability, check its reliability before being presented to the planning session. Coordinate the development of Annual Performance Plans and Provincial IOP’s. Inputs towards the APP and IOP should be coordinated for alignment to the Strategic Plan and the MTSF documents. Information should be aligned to high level plans of the government. Conduct Mid-Term Reviews and Re-Alignment of Annual Performance Plans. Assessment of performance through midterm reviews to check if performance will bring desired results. If not realignment of plans should take place taking into consideration resources at the department’s disposal and current performance trends. Assist in coordinating the process of
developing the Departmental Planning Guidelines. Allocate roles and responsibilities for each stakeholder in the planning process. Assist in coordination of Outcome 7 MTSF. Assist cluster coordination in developing the MTSF documents and monitoring of performance against the MTSF. Provide regular support in strategic planning and monitoring of Provincial Shared Service Centre’s IOP’s. Provide technical support to provinces during the development of IOP’s performance reports towards those IOP’s.

APPLICATIONS:
The Department of Rural Development and Land Reform has launched the E-recruitment website 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.

POST 05/64:
SENIOR PROJECT OFFICER: RECAPITALIZATION (REF: 3/2/1/2018/016)
Directorate: Strategic Land Acquisition

SALARY:
R281 418 per annum (Level 8)

CENTRE:
North West (Dr Kenneth Kaunda District)

REQUIREMENTS:
Bachelor’s Degree / National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Knowledge of the Department’s policies, prescripts and practice pertaining to CRDP and RADP. Knowledge of land reform policies and other related legislations. Knowledge and understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production. Knowledge and understanding of sector needs and business requirements. Knowledge and understanding of government development policies e.g. National Development Plan, National Growth path etc. Corporate Governance. Related skills: Project management, Conflict management, Agricultural development, Stakeholder mobilization, Analytical, Report writing, Computer literacy. A valid driver’s licence (code 08).
Willing to travel and work irregular hours.

DUTIES:
Identify potential Recapitalisation projects. Analyse and assess recapitalization business plans. Implement recapitalization projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalization project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.

APPLICATIONS:
The Department of Rural Development and Land Reform has launched the E-recruitment website 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:
Coloured, Indian and White males and African, Coloured, Indian and White females and persons with disabilities are encouraged to apply.

POST 05/65:
SENIOR PROJECT OFFICER: LAND ACQUISITION (2 POSTS) (REF: 3/2/1/2018/017)
Directorate: Strategic Land Acquisition

SALARY:
R281 418 per annum (Level 8)

CENTRE:
Free State (Lejweleputswa/Fezile, Motheo/Xhariep District)

REQUIREMENTS:
An appropriate 3 year Bachelor Degree/National Diploma in Economic or Natural Science or relevant qualification. 2 - 3 years relevant working experience. Good knowledge, understanding and interpretation of budget management. Good knowledge of project management. Good knowledge of the departmental land reform programmes, legislation, and procedures. Understanding of the value-added development of communities. Related skills: Project management, financial management, people management, performance management, conflict resolution, facilitation, capacity building and good negotiation skills. Good skills in map reading, analysis and interpretation. A valid driver’s license (code 08). Willing to travel and work irregular hours.

DUTIES:
Screen potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from the Regional Manager/Deputy Director: Land Acquisition. Make arrangements with the farmer/land owner for farm assessments. Conduct farm assessments in
conjunction with Department of Agriculture, Forestry and Fisheries (DAFF), PDARD and municipalities (stakeholders). Prepare presentation for the district screening committee for approval planning funds. Conduct farm visits to locate property and to confirm land claims status. Implement land acquisition project procedures within relevant policy and programme guidelines (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in land price negotiations process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Liaise with Land Acquisition and Warehousing at National Office to assess the valuation reports and give a mandate to land price negotiations. Investigate and respond to Presidential enquiries, Ministerial Tasks and queries. Liaise with the office of the Public Protector to investigate and respond to queries within 7 -- 14 days. Liaise with the banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Obtain mineral rights information on identified property from Department of Minerals. Consult with Escom on electricity 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 Coloured, Indian and White females and persons with disabilities are encouraged to apply.

POST 05/66: SECRETARY (REF: 3/2/2018/015)
Directorate: Budget Performance Management and Quality Control

SALARY: R183 558 per annum (Level 6)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Good telephone etiquette. Sound organizational 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 e.g. 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. Processing of all invoices for the Directorate. Minutes 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 females and persons with disabilities are encouraged to apply.
THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

CLOSING DATE: 16 February 2018. Applications received after the closing date will not be considered.

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

OTHER POSTS

POST 05/67: SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: LEG SERV / SLA 2

SALARY: R420 909 – 1 023 054 per annum (OSD)

CENTRE: Pretoria

REQUIREMENTS: Minimum qualification of a Bachelor Degree in Law (LLB) and admission as an Attorney of the High Court of South Africa or Advocate of the Bar Council and in good standing with the Law Society of South Africa and Bar Council. At least 8-10 years recognised legal experience within the legal field in private and public sector from date of minimum qualification. Computer Literacy (MS Office Packages) Knowledge of and experience in the applicable Legislative Framework on Litigation, Advanced knowledge and management of of civil litigation, criminal procedure and practice, court rules. Advanced Contract negotiations, vetting and drafting, Legislative drafting and management of legislative processes.

DUTIES: Research the applicability of legal principles and provide Legal Opinions. Draft legal contracts and documents. Advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to a legal question. Determine if contracts are legally certain and whether it reflects the intention of the Department both financially and in terms of its mandate. Peruse and study drafts of proposed bills or amendments to bills, whilst advising and facilitating on the relevant legislative processes. Determine the factual and legal situation on the case initiated on behalf of or against the Department. Establish if the Department should litigate or defend matter. Draft and / or edit legal correspondence on all legal administrative enquiries. Communicate with internal and external stakeholders on legal matters. Assign duties and responsibilities and manage individual performance within the business unit. Compile monthly and quarterly reports for presentation to relevant Management Committees. Compile an Expenditure Plan and Report in terms of the financial expenditure of the Business Unit. Compile and maintain an operational risk register for the Business Unit. Maintain a contracts database for the Department.

ENQUIRIES: Adv. M Mufamadi 012 394 5872

NOTE: EE Requirements: Preference will be given African Males / Coloured Females / White Males and People with a disability.
POST 05/68 : LEGAL ADMINISTRATION OFFICER MR5 REF NO: LEG SERV / LA 1

SALARY : R331 692 – 818 301 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : Minimum qualification of a Bachelor Degree in Law (LLB) and admission as an Attorney of the High Court of South Africa or Advocate of the Bar Council and in good standing with the Law Society of South Africa and Bar Council. At least 3-5 years recognised legal experience within the legal field in private and or public sector from date of minimum qualification. Computer Literacy (MS Office Packages) Knowledge of and experience in the applicable Legislative Framework on Litigation, Advanced knowledge and management of civil litigation, criminal procedure and practice, court rules. Advanced Contract negotiations, vetting and drafting, Legislative drafting and management of legislative processes.

DUTIES : Study and cite relevant cases on aspects related to legal Opinion and provide recommendation and conclusion within permissible legal prescripts. Conduct research on applicable policy, legislation or regulation and legal principles WRT legal Opinion and formulate questions to be answered on legal Opinion. Consult with client to verify request for opinion and contents of the opinion upon finalization. Research the applicability of legal principle on legal Opinion and highlight legal position of the Opinion. Draft, verify the contracts and Memorandum of Understanding (MoU) to be drafted and edited and conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case and determine if the contract is legal and whether it reflects intention of the Department. Certify contract and verify consistency between instruction and content of contract and verify signed contents of contract with that as certified and hand to contracts management unit. Conduct research, gather information from line functionaries on drafting legislation and determine factual, supporting documents and legal purpose of the legislation. Highlight legal position of the legislation and suggest possible changes to the line function. Research the applicable legal principle and/or policy position. Determine the factual and legal situation on the case brought forward and establish if the Department should litigate or defend matter. Consult with the relevant line functions and prepare brief advising the relevant authority seeking authority to institute or defend the Departmental legal position. Appear in court and provide evidence on behalf of the department.

NOTE : EE Requirements: Preference will be given African Males / Coloured Females / White Males and People with a disability
ENQUIRIES : Contact Person: Adv. M Mufamadi 012 394 5872
DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

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

CLOSING DATE: 16 February 2018 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

OTHER POST

POST 05/69: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT (NDT 01/2018)

SALARY: R334 545 per annum (Total inclusive package of R 470 774/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised three-year B Degree/ National Diploma with majors in Accounting, Auditing, Internal Audit or Information Systems plus three to five years working experience in the Information Technology field. Key competencies: Understanding of Standards for the Professional Practice of Internal Audit as issued by the Institute of Internal Auditors. Knowledge of Legislative requirements in the Public Sector including Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Risk-based audit methodology, corporate governance, Risk Management, Best Practice Internal Controls and GRAP Statements. Written and verbal communication skills, Interviewing skills, Analytical and problem solving ability, Staff and interpersonal skills, Project management skills and Computer skills. Valid Code B driver’s license.

DUTIES: The successful candidate will be responsible to support and assist in the compilation of Annual Internal Audit Plan from the comprehensive risk assessment results; Perform preliminary assessment of the risks to reflect the audit project objectives; Document the scope of each audit project and ensure it addresses the agreed objectives; Evaluate the effectiveness of internal controls within the processes reviewed; Analyses of SDLC methodology, providing for internal audit input at key points in the process including the use of continuous assurance techniques including embedded audit modules and intelligent agents: Use of computer-assisted audit techniques (CAATs) to support audit projects. Conduct audits in accordance with the Internal Audit Methodology and the IIA Standards. Perform audits using internal audit tools, e.g. teammate audit software. Completion of Quality Assurance work paper where applicable. Specific reporting, co-ordinating and liaising on audit related issues between NDT and various clients and stakeholders, including amongst others, the Audit Committee as well as the Auditor-General; Liaison with external service providers (consultants); Collate all necessary information for the preparation of audit committee meetings. Participate in the preparation of the audit committee meeting packs and review for quality prior distribution to relevant members.

ENQUIRIES: Ms B Morena (012) 444 6114

59
DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4034.

CLOSING DATE: 19 February 2018

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 05/70: DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL – INVESTIGATIONS AND RESEARCH (REF: DOT/HRM/01)

(Branch: Public Transport

(Chef Directorate: Public Transport Regulation)

(Directorate: Transport Appeal Tribunal)

SALARY: All-inclusive salary package of R779 295 per annum (Level 12)

CENTRE: Pretoria (Head Office)


DUTIES: Manage and coordinate the implementation of promotion and awareness programme and activities affecting TAT Regulations by developing an awareness campaign on TAT Acts and Regulations. Ensure the development and implementation of effective communication strategies. Plan and design promotional/training material relating to TAT Acts and Regulations for Provinces, Municipalities, Bus and Taxi Associations and other affected stakeholders. Liaise with both Provincial and District Municipalities regarding TAT mandate. Manage the review of the TAT Act and Regulations. Analyse appeals lodged against PRE’s, C-BRTA, NPTR, MRE’s and other Respondents, Objectors and Operators. Conduct field investigation and research on TAT appeals. Analyse Court decisions that impact on the TAT with the view of infusing the same to the Tribunal operations. Analyse complaints and trends by the stakeholder and register them and provide solutions. Prepare reports on the findings of issues raised by the Public as required. Investigate pre and post appeals hearing assignments. Ensure compliance with all administrative requirements, regulations and rules pertaining to the Public Transport Branch. Provide inputs into the Budget of the Directorate. Develop operational standard and ensure their attainability.
and sustainability. Plan, organise and control activities pertaining to the component. Prepare submit project reports regularly. Manage the assets of the Sub-Directorate. Prepare submi

ENQUIRIES : Mr ZM Matebese; Tel: (012) 309 3861

POST 05/71 : ASSISTANT DIRECTOR: MULTILATERAL COORDINATION (REF: DOT/HRM/02)
(Branch: Administration (Office of the Chief Operations Officer)
(Chef Directorate: International Relations)
(Directorate: Multilateral Coordination)

SALARY : All-inclusive salary package of R417 552 per annum (Level 10)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A bachelor’s degree in International Relations, Political Science or equivalent qualification with 3 years’ experience. Knowledge and understanding of the transport sector and its role in the international stage, knowledge of the South African Foreign Policy, understanding of the importance of SADC, AU and South -South cooperation. Good verbal, written as well as negotiation and presentation skills.

DUTIES : Represent the department at inter-departmental meetings held at DIRCO, DTI and other national departments. Represent the department in multilateral forums e.g. IMO and ICAO. Assist in providing professional protocol services and support during the hosting of international conferences. Compile reports and inform stakeholders on all international transport matters. Preparation of submissions outlining issues for discussion in consultation with line functions, agencies and other stakeholders. Assist with coordinating delegation arrangements for incoming and outgoing engagements. Assist in ensuring that all international agreements are drafted within the required international standards and comply with international law and South Africa’s domestic law. Assist the director in meetings, provide inputs and project monitoring.

ENQUIRIES : Ms N Maeko: Tel (012) 309 3451

POST 05/72 : ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION (REF: DOT/HRM/03)
(Branch: Civil Aviation)
(Sub-Directorate: Project Management and Financial Administration)

SALARY : All-inclusive salary package of R334 545 per annum (Level 9)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An applicant should be in possession of a recognized NQF level 6 in Public Administration/Public Management / Financial Management and 3 years' experience. She/he should be in possession of a valid driver’s license and be willing to travel extensively and work beyond the normal working hours. Note: The following will serve as recommendations: Be able to work with individuals and teams at both executive and operational levels. Knowledge of Public Finance Management systems and legislation in government. Liaison and communication skills (written and verbal). Advanced project management skills. Analytical thinking and problem-solving abilities. Innovative and customer-focused, action-oriented and result driven.

DUTIES : The successful candidate will be required to: Provide assistance with the consolidation process of the budget of the Branch. Provide assistance with the financial management of the Branch. Maintain registers for procurement to track all forms of payments. Compile and maintain a financial database with regard to the income and expenditure of each phase of projects and per each spending institution. Verify that the spending is in line with the prescripts and provisions of the National Business Plan and Agreement. Manage procurement issues related to the acquisition of goods and services. Provide an office support services to the Branch regarding tenders, acquisition, registration and photocopying. Provide a financial management service to the Branch. Provide strategic support in the Branch in relation to core function and Contract Management. Provide support with the procurement of goods and services and ensure that procedures are followed as required (Departmental Bidding Committee - and Departmental Tender Committee forms are appropriately motivated and that the quotes are comparable). Monitor Programme/Sub-Programme budget for over and under expenditure.
Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure. Assist with the veriment and shifting of funds within and across programme. Provide general supervision and appraisal of staff. Draft submissions related to the request for placements/re-appointments abroad from the Brach to HRM and DIRCO. Process the applications for Special Travelling Privileges (STP), renting of motor vehicles, temporary accommodation during transition at the Mission. Process all ad-hoc request for approval by the Delegated Authority e.g. procurement of services not within the High Commissioner's delegated authority. Compile submissions related to application for traveling outside boarders of country of placement. Assist with verification of claims received from DIRCO prior to submit to the DDG or relevant delegated authority.

**ENQUIRIES**

Ms H Ramugadi: Tel (012) 309 3546
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda East London, Mthatha, and King William’s Town; please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town. For attention: Ms T Solwandle.

CLOSING DATE: 16 February 2018 Time: 16H00

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts.

ERRATUM: kindly note that the post of Senior State Accountant Ref No: 090218/13 published in circular 04 dated 26 January 2018, was advertised with incorrect duties, the correct duties should read as follows: Provide financial administration of BAS. Perform Finance project for all programs in the Region. Drive the budget process for the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Financial responsible of all /voted earmarked funding. Compilation of cash flow for the Regional Program. Prevent misallocation. And the closing date has been extended to the 16 February 2018.

OTHER POSTS

POST 05/73: DEPUTY DIRECTOR: STRATEGIC SUPPORT – OFFICE OF THE DDG: CORPORATE SERVICES REF NO: 160218/01
Branch: Corporate Services

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

CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Business Administration / Public Administration / Finance / Project Management / Humanities. Three (3) to five (5) years’ experience in support services. Knowledge and experience in Monitoring and Evaluation, Business Planning and/or Financial Management. Understanding of Government legislation relating to Business planning, reporting and financial management. Knowledge of techniques and procedures for the planning and execution of operations within the unit. Programme and project management. Problem solving skills. People and diversity management. Client orientation and customer focus. Good communication and report writing skills.

ENQUIRIES: Mr. JK. Nkuna, Tel (012) 336 7987

POST 05/74:

**DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT REF NO: 160218/02**

Division: Institutional and Stakeholder Coordination (WTE)

**SALARY**

R657 558 per annum (all inclusive), (Level 11)

**CENTRE**

Eastern Cape Region: East London

**REQUIREMENTS**

A National Diploma or Degree in Public Administration, Social Sciences or Natural Sciences. Three (3) to five (5) years relevant experience in the Stakeholder Management environment at Assistant Director Level. Stakeholder management experience in one or all the sectors of water, agriculture, land and rural development. Proven ability to interpret and implement policy and strategy. Experience in terms of inter-government relations, co-operative governance, institutional structures management and regulation. Excellent experience in project and programme management. Proven ability to solve problems. Demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). A Proven experience in strategic and business planning. Proven ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. General management experience. Knowledge of the National Water Act (1998).Knowledge of budgeting Process, Valid driver's licence (certified copy must be attached) and willingness to travel.

**DUTIES**

Ensure effective development and implementation of policies and strategies. Ensure integration of marginalised and previously disadvantaged water users/stakeholders in all water allocation and reform processes. Lead establishment water resource management structures led by DWS and/or in partnership with provincial and local government to ensure integration/participation of all affected and interested parties. Support DWS led water allocation reform process and alignment with local, provincial and national planning initiatives. Support the development and implementation of innovative mechanisms that reduce the demand on water use. Support the transformation agenda of DWS and facilitate access to DWS programmes designed for historically disadvantaged groups. Provide leadership to the section. Conduct strategic and business planning.

ENQUIRIES:

Ms B Kama, Tel (043) 701 0376

POST 05/75:

**ENVIRONMENTAL OFFICERS SPECIALIZED PRODUCTION X 2 POSTS**

REF NO: 160218/03

Div: Water Information Management (WTE)

**SALARY**

R357 150 per annum (OSD)

**CENTRE**

Eastern Cape Region: East London and Mthatha

**REQUIREMENTS**

A relevant Honours Degree in Natural Sciences, Earth Sciences, Environmental Management or a related field. 4 years’ experience in the field or water quality management and integrated water resource management will serve as an advantage. Sound Knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. A valid Code EB driver’s licence. Proven management and negotiation skills. Good communication (verbal and written) skills. Good writing skills. Willingness to travel extensively and work irregular hours.

**DUTIES**

Processing of water use license applications. Provide comments on the environmental impact assessment, environmental management program reports and rezoning applications. Support catchment management forums. Liaise with stakeholders in water sector and other government departments. Conducting regular monitoring and inspections of industries, local authorities, sewage works, mines etc. Provide specialist input on land use applications (environmental impact assessment, environmental management program reports and rezoning applications and other technical documents. Conduct water quality monitoring in the water management area. Staff supervision. Undertake routine and special investigations. Attend emergency incidents (e.g. spills) as well as remediation of contaminated land. Applying the
principles of Integrated Water Resources Management to water quality management. Ensure the integrated Water Resource Management to water quality management and the integrated sustainable management of the water quality of the water resources in the Water Management Area.

ENQUIRIES: Ms N Mgca 047 505 6430 - East London Ms Mampane 043 701 0376 - Mthatha

POST 05/76: ASSISTANT DIRECTOR: ADMINISTRATION - OFFICE OF THE DDG: CORPORATE SERVICES REF NO: REF NO: 160218/04
Branch: Corporate Services

SALARY: R334 545 per annum, (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma or Degree in Public Administration / Public Management / Business Administration. Three (3) to five (5) years’ experience in Administration of which two years must be at a supervisory level. Knowledge of the Public Finance Management Act and (PFMA) and Treasury Regulations. Knowledge of Government financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analysis skills. Report writing and computer skills. Good interpersonal skills. Strong written and verbal skills. Honesty, integrity and organising skills.


ENQUIRIES: Ms N Sodladla, Tel 012 336 8186

POST 05/77: OFFICE MANAGER - OFFICE OF THE DDG: CORPORATE SERVICES REF NO: REF NO: 160218/05
Branch: Corporate Management

SALARY: R334 545 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Working experience in the Office of a Senior Manager in the Public Service. Three (3) to five (5) years’ experience in Office Management. Knowledge and understanding of public service policies and administrative procedures. Excellent computer skills (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analysis skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver’s licence will be an added advantage

DUTIES: Screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-operating and monitoring of projects.

ENQUIRIES: Ms N Sodladla, Tel (012) 336 8186

POST 05/78: DEVELOPMENT EXPERT REF NO: 160218/06
SD: Sanitation

SALARY: R226 611. per annum (level 7)
CENTRE: Eastern Cape Region: King William’s Town
REQUIREMENTS: A National Diploma or Degree in Human Sciences or equivalent. One (1) to two (2) years’ experience in the Water Sector environment. A sound
knowledge of the norms and standards of sanitation services, and other relevant legislation. Knowledge of wastewater treatment processes, industrial activities. Computer literacy and a valid driver's license are essential requirements. Experience in fieldwork. Willingness to travel extensively and work irregular hours.

**DUTIES**

Provide support to Industrial Technicians and Community Development Officers in implementation of projects. Provide support to sanitation delivery (Eradication of backlog and sustainable Health and Hygiene Awareness in schools and communities). Assist in the implementation of sanitation projects in the sector through working with the relevant departments and municipalities. Assist in monitoring and evaluation of all projects and report on progress at various sector forums. Monitoring of the Bucket Eradication programme in formal and informal areas. Monitor the implementation of Sanitation programme.

**ENQUIRIES**

Mr L Mditshe, (043) 604 5400

**POST 05/79**

**ACCOUNTING CLERK REF NO: 160218/07**

Chief Directorate: Financial Accounting

**CENTRE**

Pretoria

**REQUIREMENTS**

A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.

**DUTIES**

Creation of debts on Bas system. Completion and capturing of debt take-on forms on the BAS system following authorisation by supervisor. Issuing of correspondences to debtors informing them of debt and requesting settlement of debt. Handing debt files over to state attorney when recovery is not forthcoming. Recommending debt write-offs. Issue and replenish petty cash including daily petty cash reconciliation. Issue and capture receipts as per SCOA on the BAS system. Handle queries with regard to the above-mentioned queries.

**ENQUIRIES**

Mr Z.H. Qaqane (012) 336 8951

**POST 05/80**

**ACCOUNTING CLERK REF NO: 160218/08**

Div: Management Accounting

**CENTRE**

Eastern Cape Region: King William’s Town

**REQUIREMENTS**

A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.

**DUTIES**


**ENQUIRIES**

Ms N Mzilikazi-Boya Tel, (043) 604 5318

**POST 05/81**

**ACCOUNTING CLERK REF NO: 160218/09**

Div: Financial Accounting

**CENTRE**

Eastern Cape Region: King William’s Town

**REQUIREMENTS**

A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.

**DUTIES**

ENQUIRIES : Ms Y Nogela Tel, (043) 604 5319
ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT HEALTH

CLOSING DATE : 16 February 2018

NOTE : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

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

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

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

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

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3024, Butterworth 4960 or hand deliver to Butterworth Hospital, Main Registry, Enquiries: Ms Mtshemla Tel. No. 047 491 4161.

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

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


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

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

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

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi -Tel No: 040 653 1141.Post to Greenville Hospital Private Bag X 559 Bizana 4800, Hand delivery Greenville Hospital Bizana Location, Enquiries: Ms VJ Keswa Tel. No. 039 251 3009.
Post to: Private Bag X5152 Mthatha 5099 Hand Deliver to 17 Sisson street fort gale nelson mandela Road, Mthatha 5099.
Post to: Cala Hospital Private Bag X516 Cala 5455 or hand delivery to Drully Lane Street, Cala 5455 Enquiries: Miss Z Sentile Tel 047 874 8000
Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London 5200 Enquiries: Ms N Mthitshana or P Zasawe -Tel No: 043 709 2487/2532.
Post to: Human Resources Office, Ngcobo Sub-District, Private Bag X215, NGCOBO, 5050 or hand delivery at, Enquiries: Miss N Matala - Telephone: 047-548 0022.
Post to: P.O Box 1 Queenstown or hand deliver to Komani Office Ward G Block Komani Hospital. Enquiries: Mrs Baba Tel 045 8078 900.
Post to: Taylor Bequest Hospital Private Bag 1129 Mount Fletcher 47 70. Enquiries: N Ngwabeni Tel 039 257 0099.
Post to: No.1 Fourie Street Maclear 5480, PO Box 93 Maclear 5480, Enquiries: Mrs K.R Merile Tel 061 7322 948.
Post to: Bazayi CHC, Private Bag X 5005 Mthatha 5099, hand delivery Khona Owen Leids Botha Sigcawu Building Room 19 8th Floor Mthatha 5099. Enquiries: Ms O Gcangca Tel 047 531 0823.
Post to: Elizabeth Donkin Hospital Private Bag X6024 Port Elizabeth 6000 or hand deliver to No1 La- Rosche Drive, Forest Hill Port Elizabeth 6000. Enquiries: Mr E Selkers -Tel No 060 563 115.
Post to: Private Bag x5009 Sterkspruit 9762 or Hand Deliver to Bensonville College. Enquiries: Miss ND Mbobho -Tel No 051 611 0110.
Post to: Elizabeth Donkin Hospital, Walmer Port Elizabeth 6070, Private Bax X 6024, Port Elizabeth, 6000.
Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4700 or Hand deliver to 81 Murray Street, Kokstad, 4700. Enquiries: Ms D.N Mdayana, -Tel No: 039 727 2090.
Post to: Human Resource Office, Amahlathi Sub-District, Private Bag X7425, King Williams Town, 5600. Hand Deliver to Amahlathi Sub-District, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquiries: Ms B Mngxe -Tel No:043 643 4775/6.
Post to: Human Resource Office, Bedford Hospital, PO Box 111, Bedford, 5780 or Hand deliver to Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms LH Slatsha -Tel No 046 685 0046.
Post to: Amathole District Office Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole District Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene - Tel No: 043 707 6748.
Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso -TEL NO 039 737 3107.
Post to: Human Resource Office, Department of Health, Private Bag x0038, Bisho, 5605 or Hand deliver to: Department of Health, Room 310 3rd Floor Dukumbana Building, Phalo Avenue, Bisho 5605. Enquiries: Mr X Somahela Tel no 040 608 1761.
Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand deliver to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo Tel no 083 585 7576.
Post to: P O Box 12500, Central Hill, 6006 or Hand deliver to:EMS College Livingstone Hospital, Lindsay Road, Korsten, Port Elizabeth, Enquiries: N Ndamase –Tel No: 041 453 0911.
Post to: Human Resources Office, Livingstone Tertiary Hospital, Private Bag X, Korsten, Port Elizabeth or Hand deliver to the Nurses Home, 2nd floor, Stanford Road, Korsten, Port Elizabeth, 6000. Enquiries: Mr Mjindi Tel No 041 405 2121.
Post to: Human Resource Office St Patricks Hospital, P/Bag X531, Bizana, 4800 or Hand deliver to St Patricks Hospital Road, Bizana, Enquiries: Ms Jafta – Tel no 039 251 0236.
Post to: The Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisiski 4820. Enquiries: Mr M Nozaza Tel no 039 253 5012.
Post to: Human Resource Office, Mthatha Regional Hospital, Private Bag X50/14, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Regional Hospital, 71 Nelson Mandela Hospital, Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4006. Nelson Mandela Health District:
Postal Address: Private Bag x28000 Greenarces Port Elizabeth or hand deliver to Registry Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Enquiries: Ms P Makuluma Tel no 041 391 8162/4.
Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquiries Ms S Diva Tel no 046 602 5046.

MANAGEMENT ECHELON

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

SALARY: R1 151 088 - R1 645 464 per annum (OSD)
CENTRE: OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS: An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. Registration with the HPCSA as a Medical Specialist in Internal Medicine. Current registration with the HPCSA as a Medical Specialist in Internal Medicine. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: None after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 3: Minimum of 10 years’ experience after registration with the HPCSA as a Medical Specialist in Internal Medicine. Knowledge, Skills and Experience required: Sound knowledge of clinical concepts within the specific domain. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team. Teaching and supervisory skills. Awareness of cross-cultural differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. 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. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district level hospitals. Provide outreach. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

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

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

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

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

**ENQUIRIES**
- Mr. Mjindi Tel no 041 405 2121

**POST 05/84**
- **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – INTERNAL MEDICINE REF NO. ECHEALTH/HCUIM/LTH/03/01/2018**

**SALARY**
- R1 550 331 – R1 645 464 per annum (OSD)

**CENTRE**
- Nelson Mandela Metro, Livingstone Hospital

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

**DUTIES**
- Provide strategic leadership in the respective clinical unit. Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the on-going provision of undergraduate and postgraduate 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 postgraduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment.

**ENQUIRIES**
- Dr. M Maseloa Tel no 083 378 2025

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

**SALARY**
- R1 550 331 – R1 645 464 per annum (OSD)

**CENTRE**
- OR Tambo, Mthatha Regional Hospital

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

**DUTIES**

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

**ENQUIRIES**

Ms Mkhosi - Tel no: 047 502 4143/4008

**POST 05/86**

CLINICAL MANAGER GRADE 1-2 REF NO. ECHEALTH/CM/CALAH03/01/2018

**SALARY**

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

**CENTRE**

Chris Hani District, Cala Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mrs Z Sentile Tel no 047 874 8000.

**POST 05/87**

CLINICAL MANAGER GRADE 1-2 REF NO. ECHEALTH/CM/GGH/03/01/2018

**SALARY**

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

**CENTRE**

Chris Hani District, Glen Grey Hospital

**REQUIREMENTS**

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

**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 pertinent to clinical governance.

**ENQUIRIES**

Mr S Khumalo Tel no 083 585 7576

**POST 05/88**

CLINICAL MANAGER GRADE 1-2 REF NO. ECHEALTH/CM/SPH/03/01/2018

**SALARY**

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

**CENTRE**

Chris Hani District, St Patricks 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 pertinent to clinical governance.

**ENQUIRIES**

Ms Jafta Tel no 039 251 0236

**OTHER POSTS**

**POST 05/89**

EMS PRINCIPAL REF NO. ECHEALTH/PA/EMSP/EMSC/03/01/2018

**SALARY**

R781 611- R893 691 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, EMS College Port Elizabeth

**REQUIREMENTS**

Candidate must be in possession of a B-Tech in Emergency Medical Care, registered with the HPSCA. Practitioner for a minimum of Three years (3). Candidate must have a minimum of Three (3) years as an EMS Course Co-coordinator or at Management level within EMS College/ University. A valid and current registration as an Emergency Care Practitioner with the HPSCA is mandatory. The candidate must have sound knowledge of landscaping/policies relating to EMC Training. Computer Literacy on Ms Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound Knowledge of financial management policies and labour Relations Prescripts is essential. A valid C1 Drivers Licence with PDP is essential

**DUTIES**

Responsible for maintain accreditation status with HPSCA for all Courses offered by the college. This may involve courses at more than one site. Management and quality assurance of District Training centres. Ensuring that all facets of the training with the college complies with relevant legislation, including but not limited to the hospitals ordinance Act, the higher Education
Qualification Sub-Framework, the Skills Development Act, the Public Finance Management Act, Supply Management Act, Labour Relations Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assists and advise the Director: EMS operation on matters pertaining to EMS Training this will involve representation at the directorate meetings. Manage the overall budget of the college and must provide reports to the Director when required.

ENQUIRIES
Mr N. Ndamase Tel No: 041 453 0911

POST 05/90
DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES GRADE 1 REF NO: ECHEALTH/ DDTMS/ LTH 03/01/2018

SALARY
R769 026- per annum (OSD)

CENTRE
Nelson Mandela District, Livingstone Tertiary Hospital

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

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

ENQUIRIES
Mr. Mjindi Tel no 041 405 2121

POST 05/91
DEPUTY MANAGER: NURSING REF NO: ECHEALTH/DMN/EDHH/03/01/2018

SALARY
R756 525 - R851 463 per annum (OSD)

CENTRE
Nelson Mandela District, Elizabeth Donkin 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.

ENQUIRES : Mr E Selkers Tel no 060 563 1115.

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

SALARY : R756 525 - R851 463 per annum (OSD)
CENTRE : OR Tambo, St Elizabeth 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/construcive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRES : Mr M Nozaza Tel no 039 253 5012.

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

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

DUTIES : Lead and give direction to nursing services and overall Control of quality patient care in the Hospital. Provide Professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocols / procedures and standards pertaining to nursing care. Establish, maintain and participate in inter-
professional and multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Participate in Hospital Executive decision-making body. Collaborate with other team members in the Hospital to identify actual and potential risks. Support Nursing and Health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies continuing professional development (CPD) requirements for nurses and midwives. Actively participate in the implementation of national strategic plan for nurse education, training and practice.

ENQUIRIES: Ms R.E. Du Preez Tel No 041 405 2648

POST 05/94: MEDICAL OFFICER GRADE 1 -3 REF NO. ECHEALTH/MO/MADWAH/03/01/2018 (3 POSTS)

SALARY: R736 425 – R 1 221 723 per annum (OSD)
Grade 1 – R 736 425 – R 793 341
Grade 2 – R 842 028 – R920 703
Grade 3 – R 977 199 – R1221 723

CENTRE REQUIREMENTS: Amathole District, Madwaleni Hospital

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 Fenguza – Tel no 047 573 8900/1/2

POST 05/95: MEDICAL OFFICER GRADE 1 -3 REF NO. ECHEALTH/MO/CATH/03/01/2018 (3 POSTS)

SALARY: R736 425 – R 1 221 723 per annum (OSD)
Grade 1 – R 736 425 – R 793 341
Grade 2 – R 842 028 – R920 703
Grade 3 – R 977 199 – R1221 723

CENTRE REQUIREMENTS: Amathole District, Cathcart Hospital

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: B Soyamba Tel no 045 843 1029
POST 05/96 : MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/FH/03/01/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
          Grade 1 – R 736 425 – R 793 341
          Grade 2 – R 842 028 – R920 703
          Grade 3 – R 977 199 – R1221 723

CENTRE : Chris Hani District, Frontier 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 : Mrs P Marongo Tel no 045 808 4200

POST 05/97 : MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/MTHARH03/01/2018 (9 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
          Grade 1 – R 736 425 – R 793 341
          Grade 2 – R 842 028 – R920 703
          Grade 3 – R 977 199 – R1221 723

CENTRE : OR Tambo District, Mthatha Regional 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 Mkhosi - Tel no: 047 502 4143/4008

POST 05/98 : MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/ORT-BAZICH/03/01/2018 (2 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
          Grade 1 – R 736 425 – R 793 341
          Grade 2 – R 842 028 – R920 703
          Grade 3 – R 977 199 – R1221 723

CENTRE : KSD Sub-district Baziya CHC

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**

Mrs V Whitecross Tel no 046 645 5008

**CENTRE**

Amathole District District, Madalweni Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver’s license. Grade 1: Experience none after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years’ appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years’ appropriate experience as Dentist after registration with HPCSA as Dentist.

**DUTIES**

Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

**ENQUIRIES**

Ms Makalima Tel no 047 542 6000

**POST 05/101**

PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHARM/BH/03/01/2018

**SALARY**

R615 945 – R781 611 per annum (OSD)

**CENTRE**

Buffalo City Metro, Bisho Hospital

**DUTIES**

Provide pharmaceutical services to patients. Manage Pharmacy staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.
**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:** Mr X Somahela Tel no 040 608 1761

**POST 05/102:** PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHARM/JP/03/01/2018

**SALARY:** R615 945 – R781 611 per annum (OSD)

**CENTRE:** Nelson Mandela Metro, Jose Pearson 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 L Jacobs Tel no 041 372 1011
POST 05/103 : PHARMACIST GRADE 1-3 REF NO.
ECHEALTH/PHARM/MWCHS/03/01/2018

SALARY : R615 945 – R781 611 per annum (OSD)
CENTRE : Nelson Mandela Metro, Motherwell CHS
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.
DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
ENQUIRIES : Ms P Makuluma Tel no 041 391 8162/4

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

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Nelson Mandela Metro, Tandoxolo Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 (Clinical Assessment Treatment and Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interScope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
ENQUIRIES : Ms P Makuluma Tel no 041 391 8162/4

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

SALARY : R499 953 – R562 698 per annum (OSD)
CENTRE : Umzimvubu Sub District, Mapeleni Clinic
**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

**ENQUIRIES**: Ms DN Mdanyana Tel no 039 727 2090

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

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

**CENTRE**: Amahlathi Sub District, Norah Clinic

**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 (Clinical Assessment Treatment and Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

**ENQUIRIES** : Ms B Mngxe Tel no 043 643 4775

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

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

**CENTRE**: Amathole District, Bedford 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 the Pediatric Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES: Ms L Slatsha Tel no 046 685 0043

POST 05/108: OPERATIONAL MANAGER (CASUALTY) REF NO. ECHEALTH/OM/GGH/03/01/2018

SALARY: 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) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the Pediatric Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES: Mr S Khumalo Tel no 083 585 7576

POST 05/109: ASSISTANT DIRECTOR: SPEECH THERAPY AND AUDIOLOGY REF NO. ECHEALTH/ADSTA/FTH/03/01/2018

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

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

ENQUIRIES: Ms N Mthitshana Tel no 043 709 2487/2532

POST 05/110: OPERATIONAL MANAGER (GENERAL) REF NO. ECHEALTH/OMG/LTH/03/01/2018

SALARY: R394 665 – R444 195 per annum
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS: Diploma/ Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and
practices. Basic computer literacy and report writing skills are essential. One year Post basic Qualification in Nursing Administration obtained from a recognised university will be an added advantage. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver’s license

**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, protocols/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary 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 RE Preez Tel no 041 405 2647

**POST 05/111**

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

**SALARY**

R394 665 – R514 962 per annum. (OSD)

**CENTRE**

Joe Gqabi District, Taylor Bequest 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 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**

N Ngwabeni Tel no 039 257 0099.

**POST 05/112**

CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/NSD/03/01/2018

**SALARY**

R340 431 – R514 962 per annum (OSD)

**CENTRE**

Chris Hani District

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

ENQUIRIES: Miss N Matala Tel no 047 548 0022.

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

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

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

ENQUIRIES: Miss N Matala Tel no 047 548 0022.

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

SALARY: R340 431- R431 262 (OSD)
CENTRE: Nelson Mandela Metro District, Elizabeth Donkin Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty 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 clinic.

ENQUIRIES : Mr E Selkers Tel 060 563 1115.

POST 05/115 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO.
ECHEALTH/PNS/ANH/03/01/2018

SALARY : R340 431 –R514 962 per annum (OSD)
Grade 1 – R340 431 –R350 649
Grade 2 – R418 701- R431 262

CENTRE : Joe Gqabi, Aliwal North Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. 
Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 
Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

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

ENQUIRIES : Ms Fourie Tel no 051 634 2382/82/83

POST 05/116 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO.
ECHEALTH/PN/SSD/03/01/2018

SALARY : R340 431 –R514 962 per annum (OSD)
Grade 1 – R340 431 –R350 649
Grade 2 – R418 701- R431 262

CENTRE : Joe Gqabi district, Community Outreach Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse.
Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 
Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

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

ENQUIRIES : Mr Nzinde Tel no: 051 633 9631
POST 05/117

PROFESSIONAL NURSE SPECIALITY REF NO. ECHEALTH/PNS/MW/03/01/2018 (2 POSTS)

SALARY
R340 431–R431 262 (OSD)

CENTRE
Nelson Mandela Metro District, Motherwell CHC

REQUIREMENTS
Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty 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 clinic.

ENQUIRIES
Ms P Makuluma Tel no 041 391 8162/4

POST 05/118

EMS LECTURER (PARAMEDIC) GRADE 3 REF NO. ECHEALTH/EMSLP/EMSC/03/01/2018

SALARY
R324 660 – R371 214 per annum (OSD)

CENTRE
Nelson Mandela District, EMS College Port Elizabeth

REQUIREMENTS
Successful completion of the Critical Care Assistant (CCA) qualification or recognizable National Diploma that allows registration with HPSCA as a paramedic or B-Tech Degree that allows registration with HPSCA as an Emergency Care Practitioner (ECP), Registered Paramedic (CCA) - 14 years. Registered Paramedic (NDip)-7 years after registration with HPSCA as a Paramedic (CCA).None after registration with the HPSCA as an ECP. Valid Driver’s Licence. Professional drivers permit competencies (Knowledge/skills) Experience in moderation and assessment of student in the field of prehospital emergency medical care. Previous and appropriate management and administration skills. Appropriate experience in teaching. The ability to work in a team. Problem solving and decision-making abilities. Computer Literacy. Effective and efficient instruction on clinical training programmes. Assistance on other training programs. Clinical Duties. Attend to any other related duties as deemed necessary by college management.

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

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

POST 05/119

OCCUPATIONAL THERAPIST GRADE 1 REF. ECHEALTH/OCCTH/TH/03/01/2018

SALARY
R281 148 – R321 462 per annum (OSD)

CENTRE
Amathole District District, Tower Hospital

REQUIREMENTS

DUTIES
Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.

ENQUIRIES : Mrs Mafani Tel no 046 645 5007

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

SALARY : R281 148 – R473 445 per annum (OSD)
CENTRE : Amathole District, Madwaleni Hospital
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate Experience in Diagnostic radiography.
DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

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

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

SALARY : R281 148 – R473 445 per annum (OSD)
CENTRE : Amathole District, Cathcart Hospital
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate Experience in Diagnostic radiography.
DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES : Ms B Soyamba Tel no 045 843 1029

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

SALARY : R281 148 – R473 445 per annum (OSD)
CENTRE : Amathole District, Tafalofefe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa As a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate Experience in Diagnostic radiography.
DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES : Ms V. Motabele Tel. No. 047 498 0026
POST 05/123 : PROFESSIONAL NURSE (GENERAL) REF NO.
               ECHEALTH/PN/MASD/03/01/2018

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

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

ENQUIRIES    : Ms Qalani Tel no 046 622 4901

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

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

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

ENQUIRIES    : Ms S Diva Tel no 046 602 5046

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

SALARY       : R226 083 –R431 262 per annum (OSD)
GRADE: 1 R226 083 – R262 092
GRADE: 2 R278 052 – R322 344
GRADE: 3 R340 431 – R431 262
CENTRE       : Amahlathi Sub-District Bhele Clinic
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms Mafani Tel no 046 645 5007

**POST 05/126**

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/TOWH/03/01/2018 (5 Posts)

**SALARY**

R226 083 – R431 262 per annum (OSD)

GRADE: 1 R226 083 – R262 092

GRADE: 2 R278 052 – R322 344

GRADE: 3 R340 431 – R431 262

**CENTRE**

Amathole District, Tower 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, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**

Ms Mafani Tel no 046 645 5007

**POST 05/127**

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/VICH/03/01/2018 (2 Posts)

**SALARY**

R226 083 – R431 262 per annum (OSD)

Grade: 1 R226 083- R262 092

Grade: 2 R278 052 -R322 344

Grade: 3 R340 431-R431 262

**CENTRE**

Amathole District, Victoria 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.
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**
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 L Mangesi - Tel no 040 653 1141

**POST 05/128**
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/FTH/03/01/2018 (38 Posts)

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

**CENTRE**
Buffalo City Metro, Frere 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.

**ENQUIRIES**
Ms N Mthitshana Tel no 043 709 2487/2532

**POST 05/129**
PROFESSIONAL NURSE GENERAL (THEATRE) GRADE 1-3 REF NO. ECHEALTH/PN/FTH/03/01/2018

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

**CENTRE**
Buffalo City Metro, Frere 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. The candidate must have worked for at least three (3) years continuously in Theatre. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

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 N Mthitshana Tel no 043 709 2487/2532

POST 05/130:
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:
ECHEALTH/PN/FH/03/01/2018 (2 POSTS)

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

CENTRE:
Chris Hani District District, Frontier Hospital

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

DUTIES:
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, 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:
Mrs P Marongo Tel no 045 808 4200

POST 05/131:
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:
ECHEALTH/PN/MH/03/01/2018

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

CENTRE:
Joe Gqabi District District, Maclear Hospital

REQUIREMENTS:
Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the SANC as a Professional Nurse.

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

ENQUIRIES: Mrs K.R Merile Tel no 061 7322 948.

POST 05/132: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PN/DC/03/01/2018 (3 POSTS)

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

CENTRE: Amahlathi Sub-district, Hamburg Clinic

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

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

ENQUIRIES: MS B Mngxe Tel no 0436434775

POST 05/133: PROFESSIONAL NURSE (GENERAL) REF NO. ECHEALTH/PN/TBH/03/01/2018

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

CENTRE: Alfred Nzo District, Tayler 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.

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

ENQUIRIES : Mr Kholiso Tel no 039 737 3107

POST 05/134 : STAFF NURSE (THEATRE) REF NO. ECHEALTH/SN/FTH/03/01/2018 (2 POSTS)

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

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

ENQUIRIES : Ms N Mthitshana Tel no 043 709 2487

POST 05/135 : NURSING ASSISTANT (THEATRE) REF NO. ECHEALTH/ENA/FTH/03/01/2018 (3 Posts)

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

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

ENQUIRIES : Ms N Mthitshana Tel no 043 709 2487

POST 05/136 : PHARMACIST ASSISTANT GRADE 1 (BASIC) REF NO. ECHEALTH/PA/MADH/03/01/2018

SALARY : R108 240 – R114 885 per annum (OSD)
CENTRE : Amathole District, Madwaleni Hospital
**REQUIREMENTS**: Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.


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

**POST 05/137**: PHARMACIST ASSISTANT GRADE 1 (BASIC) REF NO. ECHEALTH/PA/LSD/03/01/2018

**SALARY**: R108 240 – R114 885 per annum (OSD)

**CENTRE**: Chris Hani District District

**ENQUIRIES**: Mrs Baba Tel no 045 807 8900

**APPLICATIONS**: Post to: Office of the Premier, The Recruitment Centre, Private Bag X0047, Bhisho, 5605; Hand Delivery: Room 1048, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

**CLOSING DATE**: 16 February 2018

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

OTHER POSTS

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

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

DUTIES: Coordinate the specification development for and maintenance of ICT infrastructure specifications: Evaluate development in ICT technology to determine applicability of new technology on the ICT environment. Coordinate and confirm the drafting of ICT infrastructure specifications by client departments. Coordinate and conduct regular site inspections to determine ICT Infrastructure requirements. Monitor adherence by service providers to the agreed ICT Infrastructure specifications. Monitor and confirm ICT Infrastructure related problems are identified by monitoring the software tool and logging calls timely and effectively. Coordinate the maintenance and distribution of core switches to ensure the software is regularly updated. Confirm that Network Access Points in the Provincial departmental buildings are configured and installed. Maintain virtual local area network for provincial departments. Coordinate the provision of ICT infrastructure, cabling installations and network designs for provincial networks: Validate the approved ICT Infrastructure is implemented effectively. Maintain adherence to the approved provincial ICT Infrastructure. Coordinate the installation and upgrading of local and wide Area network (LAN and WAN). Assist with the submission of projects planned for the financial year to DRPW. Assist with the development of the project schedule in consultation with DRPW for the financial year that will be reported to Provincial GITOC/PNIC on a monthly basis. Perform site visits to make sure that new installations conform to the Provincial networks standards and vetted by DRPW. Manage and control of ICT infrastructure assets: Confirm that the ICT infrastructure asset register is updated monthly to validate the accuracy of the form. Confirm the completion of the asset movement/transfer forms and submission to the supply chain monthly. Coordinate the ICT infrastructure asset verification is performed (with SCMU) for the purposes of updating the asset register. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility. ENQUIRIES: Mr M. Mbangi: 040 609 6424/6290/6248.

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

SALARY: R657 558.00 Level 11
CENTRE: Bhisho (Head Office)
REQUIREMENTS: IT-related diploma/degree -NQF 6 as recognised by SAQA. Minimum 3 years’ experience as Assistant Director. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA, Governance
planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance. Provide reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage and coordinate the day to day activities and operations of the Local Area Network and maintain accurate records of changes, maintenance and inventory. Report on stable network connection for Department. Manage implementation of the agreed maintenance agreement with services provider for relevant infrastructure. Manage installation of security devices where required including surveillance systems. Develop and maintain records on maintenance, inventory and security measures. Monitor network SLA, EA, LAR & contracts; manage payment and monitor billing of network SLA and software licensing. Develop and monitor the effective implementation of network business & ICT strategic alignment: Develop ICT Network Plan (ICT Strategic Plan, Master systems Plan and Information Systems Plan), implementation plan and ICT network operational plan. Develop / Review departmental ICT Network Security Policy. Develop / review departmental ICT End user Management Policy. Develop and monitor implementation of departmental sever. Implement and maintain ICT security services; Protect against malware – Implement and maintain preventive, detective and corrective measures in place (especially up-to-date security patches and virus control) across the enterprise to prevent information systems and technology from malware (e.g., viruses, worms, spyware, spam). Manage network and connectivity security – use security measures and related management procedures to protect information over all methods of connectivity. Manage endpoint security – Ensure that endpoints (e.g., laptop, desktop, server, and other mobile and network devices or software) are secured at a level that is equal to or greater than the defined security requirements of the information processed, stored or transmitted. Manage user identity and logical access – Ensure that all users have information access rights in accordance with their business requirements and co-ordinate with business units that manage their own access rights within business processes. Monitor the infrastructure for security-related events – using intrusion detection tools, monitor the infrastructure for unauthorized access and ensure that any events are integrated with general event monitoring and incident management. Implement and maintain ICT continuity: Develop and maintain an ICT Continuity policy, plan, and procedures based on the strategy that documents the procedures and information in readiness for use in an incident to enable the enterprise to continue its critical activities. Test the continuity arrangements on a regular basis to exercise the recovery plans against predetermined outcomes and to allow innovative solutions to be developed and help to verify over time that the plan will work as anticipated. Manage changes to the plan in accordance with the change control process to ensure that the continuity plan is kept up to date and continually reflects actual business requirements. Maintain availability of business-critical information. Assess the adequacy of the ICT Continuity policy, plan, and procedures following the successful resumption of business processes and services after a disruption. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and
development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility

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

POST 05/140: ASSISTANT DIRECTOR: INFORMATION ARCHITECTURE REF. NO. 03/01/2018

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


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

POST 05/141: ASSISTANT DIRECTOR: OPERATING SYSTEMS

SALARY: R334 545. (Level 09)
CENTRE: Bhisho (Head Office)
REQUIREMENTS:
- Tertiary: IT-related NQF level 6-7, (ND, B-degree), with over five (5) years professional experience, of which a minimum 1 year should be in ICT Network/Server Administration, OR Grade 12 (or equivalent): Ten (10), or more year’s equivalent professional experience, of which a minimum 1 year should be in ICT Network/Server Administration. Professional: Certifications, no older than 3 years, in order of preference –Microsoft Certified Solution Expert (MCSE): Server Infrastructure, and/or Desktop Infrastructure, and/or Enterprise Devices and Apps. (Microsoft-accredited certificate only;) CompTIA: Network+, Server+, Security+ (CompTIA-accredited certificate only.) Tertiary: 5 years’ relevant professional experience, of which a minimum of 1 year should be in ICT Network/Server Administration. Grade 12 (or
equivalent): More than 10 years’ equivalent professional experience, of which a minimum of 1 year should be in ICT Network/Server Administration. Knowledge of: The ability to plan, deploy, and run the Windows Server and Desktop operating systems infrastructure, namely – Configure and Troubleshoot Domain Name System. Maintain Active Directory Domain Services. Manage User and Service Accounts, Implement Group Policy Infrastructure. Manage User Desktops using Group Policy. Install, Configure and Troubleshoot Network Policy Server. Implement Network Access Protection. Implement Remote Access. Optimize File Services. Configure Encryption and Advanced Auditing. Deploy and Maintain Server Images. Implement Update Managements, Monitor Windows Server. Configure advanced features for Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and configure IP Address Management (IPAM) with Windows Server 2012. Configure and manage iSCSI, Branch Cache and FSRM. Configure DAC to manage and audit access to shared files. Plan and implement an AD DS deployment that includes multiple domains and forests, and an AD DS deployment that includes locations. Implement and configure an Active Directory Certificate Services (AD CS) deployment. Implement an; AD RMS deployment and AD FS deployment. Provide high availability and load balancing for web-based applications by implementing Network Load Balancing (NLB). Implement and validate high availability and load balancing for web-based applications by implementing NLB. Provide high availability for network services and applications by implementing failover clustering. Implement a failover cluster, and configure and validate a highly available network service. Deploy and manage Hyper-V virtual machines in a failover cluster. Implement a backup and disaster recovery solution based on business and technical requirements. Plan server upgrade and migration. Plan and implement a server deployment strategy. Plan and deploy servers by using System Center 2012 R2 Virtual Machine Manager (VMM). Design and maintain an IP configuration and address management solution. Design and implement; name resolution, an AD DS forest and domain infrastructure, an AD DS organizational unit (OU) infrastructure, a Group Policy Object (GPO) strategy, an AD DS physical topology. Plan and implement storage and file services. Design and implement; network protection and remote access services. Plan and implement a server virtualization strategy using System Center 2012. Plan and implement the network and storage infrastructure required to deploy a virtualized server infrastructure. Plan and deploy virtual machines on Windows Hyper-V®. Plan and implement a virtualization administration solution by using System Center 2012. Plan and implement a server monitoring strategy using the Windows Server 2012 tools and using Microsoft System Center 2012 - Operations Manager. Plan and implement; an application and a file services infrastructure that is highly available, a highly available server infrastructure by using the failover clustering features in Windows Server 2012, a business continuity strategy in a Windows Server 2012 environment, a PKI deployment, a certificate management solution, an AD FS server deployment and claims aware application access. Dynamic Access Control, Workplace Join and Work Folders, an AD RMS deployment plan and manage AD RMS templates and access, and external access to AD RMS services. Prepare a management infrastructure, including configuring boundaries, boundary groups, and resource discovery, and integrating mobile-device management with Microsoft Exchange Server. Deploy and manage the Configuration Manager client. Configure, manage, and monitor hardware and software inventory, and use Asset Intelligence and software metering. Identify and configure the most appropriate method to distribute and manage content used for deployments. Distribute, deploy, and monitor applications for managed users and systems. Maintain software updates for PCs that Configuration Manager manages. Use Configuration Manager to implement Endpoint Protection. Manage configuration items, baselines, and profiles to assess and configure compliance settings and data access for users and devices. Configure an operating-system deployment strategy by using Configuration Manager. Manage mobile devices by using Configuration Manager and Intune. Manage and maintain a Configuration Manager site. Install and configure windows server: Install and configure server roles and features. Configure Hyper-V. Deploy and configure core network services. Install and administer Active Directory. Create and manage Group Policy. Administer windows server. Configure File and Print Services Configure network services and access. Configure a Network Policy Server (NPS).

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

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

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM
The Department of Rural Development and Agrarian Reform in the Eastern Cape is an equal opportunity,
affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity
targets of the Department will be adhered to.

APPLICATIONS : Post to: Office of the Premier, The Recruitment Centre, Private Bag X0047,
Bhisho, 5605; Hand Delivery: Room 1048, First Floor, Office of the Premier
Building, Independence Avenue, Bhisho.

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

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

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

MANAGEMENT ECHELON

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

SALARY : An all-inclusive remuneration R 948 174.00 – R 1 116 918.00 (Level 13)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA in B.Eng. / BSc (Eng.)
Civil or Agricultural Engineering. A postgraduate qualification in B.Eng. / BSc
(Eng.) Civil or Agricultural Engineering will be an added advantage.
Registration as professional engineer at Engineering Council of South Africa (ECSA). At least 5 years relevant post qualification experience at middle management / SMS level coupled with 5 years relevant post registration (ECSA) experience. A good understanding of the relevant government regulatory framework, Programme & project management, Engineering, legal & operational compliance, Engineering operational communication, Process knowledge & skills, Maintenance skills & knowledge, Mobile equipment operating skills, Engineering design & analysis knowledge, Research & Development, Computer-aided engineering applications, Creation of high performance culture, Technical consulting and Engineering & professional judgment. Proven leadership, strategic management, and financial management and people management skills. Excellent administrative, coordination and organizational skills. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. A valid driver’s license is essential. Candidates will be subjected to a competency exercise.

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

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

**OTHER POSTS**

**POST 05/143**

**DEPUTY DIRECTOR: EARLY WARNING (REF. DRDAR 02/01/2018)**

**SALARY**
An all-inclusive remuneration R779 295. – R917 970. (Level 12)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**

**DUTIES**
The management of the Early Warning centre, its staff and equipment. Coordination of the activities of the various subunits in the component. Preparation of relevant management and subject specific reports. Programme planning and budgeting. Ensure that the activities in Early Warning are properly aligned to service the other directorates in Veterinary Services. Advise the Chief Director in all matters pertaining to Early Warning and Rapid Response in Veterinary Services.

**ENQUIRIES**
can be directed to Mr M Mbangi 040 609 6424
POST 05/144: DEPUTY DIRECTOR: EXPORT CONTROL & VETERINARY PUBLIC HEALTH (REF. DRDAR 03/01/2018)

SALARY
An all-inclusive remuneration R779 295. – R917 970. (Level 12)

CENTRE
Head Office/Dohne

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

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

ENQUIRIES
can be directed to Mr M Mbangi 040 609 6424

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

SALARY
An all-inclusive remuneration R779 295. – R917 970. (Level 12)

CENTRE
Chris Hani District

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

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

ENQUIRIES
can be directed to Mr M Mbangi 040 609 6424

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

SALARY
An all-inclusive remuneration R779 295. – R917 970. (Level 12)

CENTRE
Chris Hani District

REQUIREMENTS
A qualification at NQF 6 in Agricultural Engineering / Engineering / Project Management. At least 5 years project management of which three years must be at an Assistant Director or Middle Management Level. Extensive knowledge on Project Management Principles and Methodologies. Project management implementation systems and monitoring & evaluation. Ability to create high performance culture. Ability to exercise professional, technical and objective analysis. Knowledge of legal compliance including Public Service Regulatory Framework, Project management skills. The candidate must be
able to demonstrate the following: Analytical skills, Creativity, Innovation, Self-management, Financial management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Computer-aided Project management applications software. Valid driver’s license (Code EB). Candidates will be subjected to a competency assessment.

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

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

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

**SALARY**
An all-inclusive remuneration R657 558. – R774 576. (Level 11)

**CENTRE**
Tsolo Agriculture and Rural Development Institute (TARDI)

**REQUIREMENTS**
A qualification at NQF level 08 in Veterinary Science (BVSc) or Veterinary Medicine and Surgery (BVMCh) and registration with South African Veterinary Council as a Veterinarian. Sound knowledge of the Animal Disease Act 35 of 1984 & the Meat Safety Act. Good communication skills (writing & verbal), leadership skills, analytical and research skills, financial management skills, leadership skills and conflict management skills. Assessor and Moderator course an added advantage. MSc added advantage (Candidates without a MSc: Commitment to obtain further postgraduate qualification in reasonable time). A valid driver’s license is essential.

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

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

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

**SALARY**
An all-inclusive remuneration R549 639. – R592 110. (OSD Level)

**CENTRE**
Dohne / Tardi

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

**DUTIES**
Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the farm facility and responsible for animal production. Develop and implement...
scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

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

POST 05/149: PRODUCTION SCIENTIST (GRADE A): DAIRY (REF. DRDAR 10/01/2018)

SALARY: An all-inclusive remuneration R549 639. – R592 110. (OSD Level)

CENTRE: Dohne / Tardi

REQUIREMENTS: A qualification at NQF level 7 in Agriculture – Animal Science majoring in dairy science. Compulsory registration with SACNASP as a Professional scientist. MSc an added advantage (Candidates without a MSc: Commitment to obtain further postgraduate qualification in reasonable time). At least three (3) years appropriate post qualification experience in the dairy industry or feed industry.

The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver’s license is essential.

DUTIES: Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

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

POST 05/150: ASSISTANT DIRECTOR: VETERINARY SERVICES (REF. DRDAR 11/01/2018)

SALARY: R417 552. – R491 847. (Level 10)

CENTRE: Joe Gqabi District


DUTIES: The successful candidate will be in control of all technical units in the Animal Diseases Surveillance Unit. Development, upgrading and maintenance of disease contingency plans. Liaison with Veterinary District Managers with regard to disease outbreak control. Ensure that Response Stores are functional. Analyse and interpret animal disease reports and trends. Financial and HR Management.

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

POST 05/151: CONTROL VETERINARY PUBLIC HEALTH OFFICER (REF. DRDAR 12/01/2018)

SALARY: R417 552. – R491 847. (Level 10)

CENTRE: Alfred Nzo District

REQUIREMENTS: A qualification at NQF level 6 in Environmental Health. At least 3-5 years’ relevant experience in Veterinary Public Health services of which 2 years must be at supervisory level. Compulsory registration with South African Veterinary Council / HPCSA. Sound knowledge of abattoir planning and the construction
of abattoirs. Proof of registration must be provided. A valid driver’s license is essential. Computer literacy. Candidates might be subjected to competency assessment.

DUTIES: Participate in integrated development planning of local municipalities. Conduct awareness campaigns on food safety. Apply the Meat Safety Act and the Regulations promulgated in terms of the Act. Responsible for the planning, evaluation and monitoring of abattoir plans to ensure compliance with the Act. Audit abattoir hygiene during the slaughtering of animals. Investigate the illegal slaughtering of animals. Liaison and co-ordination with relevant departments and organizations. Personnel and financial management.

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

POST 05/152: SENIOR AGRICULTURAL ADVISOR (2 POSTS) (REF. DRDAR 13/01/2018)

SALARY: R334 545. – R404 121. (Level 09)
CENTRE: Chris Hani District
REQUIREMENTS: A qualification at NQF level 7 (four-year degree) in Agriculture. Compulsory Registration with SACNASP. At least 3-5 years appropriate experience in the field of extension and advisory services. Knowledge of Agriculture Extension Methodology and Project Planning. Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driving license is essential. Candidates will be subjected to a competency assessment.

DUTIES: Coordinate the implementation of all strategic agricultural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions.

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

POST 05/153: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF. DRDAR 14/01/2018)

SALARY: R334 545. – R404 121. (Level 09)
CENTRE: Tsolo Agriculture and Rural Development Institute (TARDI)
REQUIREMENTS: A qualification at NQF level 6 in Supply Chain Management / Logistics/ Public Management/ Purchasing Management, Accounting/ Business Management with 3-5 years’ experience in Supply Chain Management, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver’s license is essential.


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

POST 05/154: ASSISTANT DIRECTOR: FINANCE (REF. DRDAR 15/01/2018)

SALARY: R334 545. – R404 121. (Level 09)
CENTRE: Tsolo Agriculture and Rural Development Institute (TARDI)
REQUIREMENTS: A qualification at NQF level 6 in Financial Management / Accounting, Cost & Management Accounting with 3-5 years’ relevant experience of which 2 years must have been at a supervisory level in the relevant field. Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work
extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills. Computer literacy. A valid driver’s license is essential.

**DUTIES**
Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management.

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

**POST 05/155**
ASSISTANT DIRECTOR: INFORMATION SECURITY (REF. DRDAR 16/01/2018)

**SALARY**
R334 545. – R404 121. (Level 09)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**
A qualification at NQF level 6 in Information and Communication Technology / Computer Science. At least 3-5 years’ relevant experience of which 2 years must be at a supervisory level in System Administration, Network Security, Problem Solving, Information Security Policies, Process Improvement, On-Call Network Troubleshooting, Firewall Administration, Network Protocols, Routers, Hubs, and Switches. Experience in Government Systems will be an added advantage. A valid driver’s license is essential. Ability to supervise and manage staff. Good interpersonal skills, verbal and written communication skills. Candidates will be subjected to a competency assessment.

**DUTIES**
Protects system by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades system by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status. Maintains quality service by following departmental security standards. Rendering advice on all aspects relating to information security and technology to the Department.

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

**POST 05/156**
ASSISTANT DIRECTOR: HR PROVISINING & HR REGISTRY SERVICES (REF. DRDAR 17/01/2018)

**SALARY**
R334 545. – R404 121. (Level 09)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**
A qualification at NQF level 6 in HR Management / Public Management/ B.Com HR / Industrial Psychology. At least 3-5 years relevant experience of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL System. People management and empowerment skill, good interpersonal skill. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. A valid driver’s license is essential. Computer literacy. Candidates will be subjected to a competency assessment.

**DUTIES**
Co-ordinate recruitment and selection processes. Manage human resource benefits. Monitor the processing of allowances. Manage human resource provisioning services in relation to (Relocations, Transfers, Grade Progressions, Translations and Secondments, Structuring of MMS / SMS packages, Probations etc). Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR policies and other related legislation/s. Ensure data acquisition, analysis, information management and reporting in terms of Employment Practices. Manage HR Registry services. Manage the resources of the unit.

**ENQUIRIES**
can be directed to Mr M Mbangi 040 609 6424
**POST 05/157**: VETERINARY TECHNOLOGIST (4 POSTS) (REF. DRDAR 18/01/2018)

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

**CENTRE**: Chris Hani District, Western District

**REQUIREMENTS**: An appropriate qualification at NQF 6 in Veterinary Technology or equivalent qualification. Registration with the South African Veterinary Council as a Vet Technologist. 3 years’ experience in veterinary laboratory diagnostic services and laboratory quality management systems. Computer literacy. Ability to work under pressure. Good interpersonal skills, verbal and written communication skills. A valid driving license is essential.

**DUTIES**: Undertake Veterinary Laboratory Diagnostic testing. Field investigation and sampling. Receive, collect, register, and process specimens. Analyze and interpret laboratory diagnostic test readings. Use approved methods and techniques to carry out diagnostic tests. Review and verification of test results. Coordinate and supervise the activities of the Veterinary laboratory assistants in the Laboratory. Allocate responsibilities to Veterinary laboratory assistant and ensure that analysis done. Analyze and interpret laboratory diagnostic test readings. Provide advice on the results of the diagnostic tests. Disseminate information to the public, farmers, and organized agriculture on the results of diagnostic tests and types of diagnostic tests available. Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered. To perform administrative and related functions. Produce reports of laboratory analysis on a daily, monthly and annual basis. Forward planning of procurement for the laboratory section under his/her responsibility, stock control of the laboratory, control and maintenance of laboratory equipment, including calibration verification and Compile Standard operation procedures.

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

**POST 05/158**: AGRICULTURAL ADVISOR (REF. DRDAR 19/01/2018)

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

**CENTRE**: Tsolo Agriculture and Rural Development Institute (TARDI)

**REQUIREMENTS**: A minimum qualification at NQF level 7 in Agriculture. Compulsory registration with SACNASP. Exposure to assessor course or certificate is an added advantage. Self-management, People management, Change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation and Interpersonal skills. Advanced computer skills. A valid driver’s license will be an added advantage.

**DUTIES**: Development and implementation of animal welfare policies, procedures and guidelines for the relevant animal species (poultry and livestock). Performs the operational technical role for the academic department relating to practical coordination and farm skills, focusing on farms, feedlots and abattoirs / slaughtering facilities as well as undertake research activities under the guidance of senior staff members. Network with key players in the industry, suppliers, government, NGOs and research establishments towards supporting the academic programme. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, new developments and new developments to be able to render an efficient and effective Extension Service.

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

**POST 05/159**: ANIMAL HEALTH TECHNICIAN (2 POSTS) (REF. DRDAR 20/01/2018)

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

**CENTRE**: Tsolo Agriculture and Rural Development Institute (TARDI)


**DUTIES**: The successful candidate is expected to plan and implement disease control measures for TARDI animals as well as provide lecturing and practical training in the diploma animal health. Measures, which would, entail Administering of vaccinations for animal diseases, Collect specimens, examine and dispatch...
samples with regard to animal diseases and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of noticeable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, entail conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post mortems and animal diseases. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.

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

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

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

CENTRE: Head Office (Bhisho)


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

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

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

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

CENTRE: Head Office (Bhisho)

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

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

ENQUIRIES: can be directed to Mr M Mbangi 040 609 6424
POST 05/162: DATA TECHNOLOGIST (REF. DRDAR 23/01/2018)

SALARY: R281 418. – R331 497. (Level 08)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A qualification at NQF level 6 in Information and Communication Technology or B. Com. in Computer Science or Information Management, or Similar Analytical discipline. A minimum of 2 years’ experience with SQL Server Reporting Services, data analysis, hands-on database querying, data modelling and data integration. At least one-year experience in application/software development. Experience with data warehouse and experience in BI solutions and knowledge of programming for data transformation (.Net Framework and XML) is a plus. Good communication and report writing skills. Ability to conduct research. Ability to work under pressure. Good interpersonal skills. A valid driver’s license will be an added advantage.
DUTIES: Extract and manage multiple sets of data from various databases and sources, bringing together data from several channels for comparative analysis. Perform data cleansing to ensure source data is accurate for reporting. Design reporting dashboards to translate data to an understandable illustrative format. Assist in documenting all data management procedures and specifications. Fulfil ad hoc reporting requests. Conduct data analysis and reporting, project planning and management, including management of scope of work and time estimation.
ENQUIRIES: can be directed to Mr M Mbangi 040 609 6424

POST 05/163: TECHNICAL SUPPORT OFFICER (REF. DRDAR 24/01/2018)

SALARY: R226 611. – R266 943. (Level 7)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A qualification at NQF level 6 in Information and Communication Technology or B. Com. in Computer Science Degree or Diploma in Education or Facilitation with ICDL or certification as an Assessor will be an added advantage. A minimum of 2 years of application software experience and Training facilitation. Knowledge in Database Application systems and Microsoft Packages. Good communication skills, Report writing, Ability to conduct research. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driving license is essential.
DUTIES: Render management and execution of application training and hand-holding services, this includes; planning, organizing, monitoring and controlling training activities and performing training services. Ability to learn organization supported applications and support new applications. Compile, update and print training material, user guides and training certificates. Render technical leadership, mentorship and communication which includes; providing technical training and mentorship. Lead Technical (Application Training) Team and Communicate technical issues with relevant parties.
ENQUIRIES: can be directed to Mr M Mbangi 040 609 6424

POST 05/164: HUMAN RESOURCE PRACTITIONER: HR PROVISIONING (REF. DRDAR 25/01/2018)

SALARY: R226 611. – R 266 943. (Level 7)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A qualification at NQF level 6 in Human Resource Management. At least 2 years’ relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driving license is essential.
DUTIES: Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with
Customers and stakeholders. Provide HR advice to management and staff in
the District. Maintain and administer PERSAL information.

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

POST 05/165 : STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (REF.
DRDAR 26/01/2018)

SALARY : R226 611. – R266 943. (Level 7)
CENTRE : Head Office (Bhisho)

DUTIES : Compile weekly cash flow for the department. Co-ordinate the supporting documentation for the preparation of the weekly cash flow. Submitting the weekly cash flow for signature and to Provincial Treasury. Prepare journals related to cash and banking. Maintain files for all cash and banking journals. Prepare annual and interim financial statements (AFS/IFS) for the department. Compile working paper files for the AFS and IFS. Assist with the submission of AFS and IFS at Provincial Treasury.

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

POST 05/166 : STATE ACCOUNTANT: FINANCIAL PLANNING & CONTROL (REF.
DRDAR 27/01/2018)

SALARY : R226 611. – R266 943. (Level 7)
CENTRE : Tsolo Agriculture and Rural Development Institute (TARDI)


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

POST 05/167 : INTERNAL AUDITOR (REF. DRDAR 28/01/2018)

SALARY : R226 611. – R266 943. (Level 7)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in Auditing with Internal Auditing as a major subject. 2 - 3 years’ relevant experience in Internal Auditing environment. Knowledge of Teammate system. Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirements, Standards for professional Practice of Internal Auditors. Excel skills, Problem solving skills, Interpersonal Relations, Writing and Verbal Communication and Analytical thinking. A valid driver’s license will be added advantage.

DUTIES : Execute of allocated projects in terms of the annual internal audit plan. Set up an entry meeting to discuss the scope of the audit. Document clear and concise system description with the client. Perform audit tests as per audit programme reviewed by the audit supervisor. Document test results on working papers. Ensure that all work is conducted in line with the professional and ethical standards of the IIA and is in full compliance with the methodology of the unit. Document audit findings as per audit procedures. Prepare the audit files for all the allocated projects completed/ensure completeness of the file. Perform follow up audits.
ENQUIRIES: can be directed to Mr M Mbangi 040 609 6424

POST 05/168: PERSONAL ASSISTANT TO DIRECTOR: PIMS (REF. DRDAR 29/01/2018)

SALARY: R226 611. – R266 943. (Level 7)

CENTRE: Head Office (Bhisho)

REQUIREMENTS: A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people’s person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment.

A valid driver’s license will be an added advantage.

DUTIES: Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors’ appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.

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

POST 05/169: PERSONAL ASSISTANT TO DIRECTOR: GITO (REF. DRDAR 30/01/2018)

SALARY: R226 611. – R266 943. (Level 7)

CENTRE: Head Office (Bhisho)

REQUIREMENTS: A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people’s person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment.

A valid driver’s license will be an added advantage.

DUTIES: Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors’ appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.

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

POST 05/170: COMMUNITY ANIMAL HEALTH WORKER (10 POSTS) (REF. DRDAR 31/01/2018)

SALARY: R107 886. – R127 086. (Level 03)

CENTRE: Amatole, Joe Gqabi & O.R. Tambo Districts

REQUIREMENTS: Minimum of Grade 10 and related experience to dipping functions. Grade 12 and animal health experience will be added advantage. Candidates will be subjected to a competency assessment.

DUTIES: Count and record cattle for dipping. Ensure that water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehoming.

ENQUIRIES: can be directed to Mr M Mbangi 040 609 6424
DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Applications can be forwarded to the following District:

Provincial Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101 / Mr M. Madonci 0436055110.

Alfred Nzo: The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to Ms L. Gawula at 039 – 2540900.

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626.

Buffalo City Metro: The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.

Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandoras Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 808-3709.

Joe Gqqabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Plenaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Mr S Luzipo at 051 633-1609.

Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, IbhayiBuilding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750.

Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at 046 636-1484.

O.R. Tambo: The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944.

CLOSING DATE: 16 February 2018

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

OTHER POSTS

POST 05/171 : CONSTRUCTION PROJECT MANAGER GR B (REF DSD 01/02/2018)
(1 year contract)

SALARY : R726 048 (Gr B)
CENTRE : Provincial Office
REQUIREMENTS : Standard 10/ Grade 12 plus National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years’ experience. A Valid driver’s license Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

DUTIES : Manage and co-ordinate all aspects of projects:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: - Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: - Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: - Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

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

POST 05/172 : SOCIAL WORK MANAGER: NPO MANAGEMENT GR1 (4 POSTS)

SALARY : R664 332 per annum
CENTRE : Joe Gqabi: District Office (Ref DSD 01/02/2018) (1) Elundini Service Office (Ref DSD 01/03/2018) (1) Sarah Baartman: District Office (Ref DSD 04/02/2018) (1) Alfred Nzo: Mbizana Service Office (1) (Ref DSD 05/02/2018).

REQUIREMENTS : Standard 10/ Grade 12 plus a BA Degree in Social Work plus professional registration with the South African Council for Social Service Professions with a minimum of 10 years’ appropriate experience after registration as a Social Worker with the SACSSP. A valid South African driver’s license is a prerequisite. Computer Literacy. Previous work with NPOs will be an added advantage. Competencies: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organizations and communicate to enhance their social functions and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. Understanding and ability to provide complex social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability to compile complex reports.

DUTIES : Manage NPO funding processes of the District/Area. Manage registration and compliance of NPO’s legislations. Monitor performance of NPO’s in line with legislation and Service Level Agreements. Provide guidance and support to stakeholders. Supervise staff.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.
POST 05/173  : SOCIAL WORK SUPERVISOR Gr1 (SERVICE OFFICE MANAGER)

SALARY  : R341 322per annum
CENTRE  : (Ref DSD 26/01/2018) Sarah Baartman: Grahamstown Service Office (1);
          (Ref DSD 27/01/2018) OR. Tambo: Ngquza Hill Service Office (1)
REQUIREMENTS  : Standard 10/ Grade 12 plus a Degree in Social Work, plus a minimum of 7
years’ appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South
African driver’s license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies.
Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of
social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate
stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. Project management, research and analytical skills.
Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of
Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

DUTIES  : Undertake social work research, development and contribute to the
development of policies. Ensure that all the administration functions required
in the Service Office are performed to the required standard. Coordinate,
facilitate the development, implementation and management of community
development and cooperatives, Batho Pele, HIV/AIDS Community-based
Care and integrated and development programmes. Manage and monitor
service delivery through networking and in close partnership with stakeholders
and funded service providers.

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

POST 05/174  : SOCIAL WORK SUPERVISOR GR 1: (REF DSD 28/01/2018)

SALARY  : R341 322per annum
CENTRE  : Sarah Baartman: Graaf Reinet Service Office (1)
REQUIREMENTS  : Standard 10/ Grade 12 plus a Degree in Social Work, plus a minimum of 7
years’ appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South
African driver’s licence. Computer literacy and excellent report-writing skills. Competencies: Leadership qualities and understanding of new Social
Welfare Paradigm, policies, legislation and regulation that underpin the delivery of
social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate
stakeholders. Ability to implement Labour Relations Procedure in a highly unionised environment. Project management, research and analytical
skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of
Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

DUTIES  : Ensure that a social work service with regard to the care, support, protection
and development of vulnerable individuals, groups, families and communities
through the relevant programmes is rendered. Supervise and advise Social
Workers, Social Auxiliary Workers and volunteers to ensure an effective social
work service. Keep up to date with new developments in the social work field.
Supervise all the administrative functions required in the unit and undertake
the higher level administrative functions.

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

POST 05/175  : ASSISTANT DIRECTOR: SALARY CONTROLLER: (REF DSD 06/01/2018)

SALARY  : R334 545per annum (level 9)
CENTRE  : Head Office
REQUIREMENTS  : Standard 10/ Grade 12 plus a B. Degree/National Diploma in Financial
Management/ Internal Audit OR NQF6 qualification with 3 years working
experience with System Control or Internal Control OR Grade 12 with 5 years’ experience working within System Control or Internal Control. Successful completion of the Persal Introduction and Salary Administration courses. Knowledge of System Control, Internal Controls and relevant National Directives. A valid South African driver’s license is a prerequisite. Computer Literacy. Competencies: Effective communication (verbal and written). Planning and Organization. Relationship Management. Analytical thinking, problem solving skills, decision making skills, presentation skills and report writing skills.

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

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

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

SALARY: R334 545per annum (level 9)


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

Coordinate and monitor all applications submitted for security vetting and company screening. Coordinate and monitor implementation of contingency plan. Develop, implement and monitor a contingency plan in line with the security directive: contingency procedures. Emergency drills to be effected to determine the affectivity of the plan. Participate in the emergency / OHS committee meetings. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security investigations regarding all security breaches. Conduct in-house security investigations regarding all security breaches. Implementation of the Departmental security directive: breach of security. Report to the relevant security structures. Keep record of all incidents. React to any reported breaches of security and recommend mitigating measures for implementation.

Implementation of security administration for the effectiveness of the unit. Implementation of security administration relating to Human Resource, Financial Management, Supply Chain Management within the unit to ensure that the unit is sufficiently resourced to perform its mandate. Effective implementation of security administration to ensure proper forecasting of correct resources that the correct time to ensure efficient and effective security management is performed in the Districts. Conduct security awareness campaigns on physical-, information security and contingency planning. Identify threats and risks related to security. Participation in the development of the Departmental Security Awareness Program. Implementation of the approved departmental awareness program in the District. Implementation of creative security awareness strategies in order to keep staff and visitors informed about security.

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

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

SALARY:
R334 545 per annum (level 9)

CENTRE:
Head Office (1)

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

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

115

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

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

SALARY: R334 545 per annum (level 9)

CENTRE: Head Office (1)

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

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

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

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

SALARY: R334 545 per annum

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

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

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

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

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

SALARY: R334 545 per annum (level 9)

CENTRE: Provincial Office (1)

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

DUTIES: To ensure financial support to the HOD; request and analyse monthly reports, update and maintain detailed commitment register; provide, compile and submit budget for the office of the HOD and render advice and guidance within the component on financial matters. Ensure provision of administrative support services to the Office of the HOD; coordinate meetings, conferences and
seminars and ensure logistical arrangements. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Provide executive secretariat duties to meetings (DMCO, MANCO and EXCO). Ensure the effective and efficient management of staff; liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries.

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

POST 05/181: ASSISTANT DIRECTOR: FACILITIES INFRASTRUCTURE (REF DSD 21/01/2018)

SALARY: R334 545per annum (level 9)

CENTRE: Head Office (1)

REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/National Diploma in Building / Civil Engineering with at least a minimum of 5 years’ experience in facility management in a Public sector environment. Registration with relevant Professional Council/Board as a Built Environment Professional. Computer Literacy. A valid South African driver’s license is a prerequisite. Competencies: Proven skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of the prescripts of the infrastructure policies and strategies in the Public Sector. Ability to work in a high volume and highly pressurized environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA. Practical experience in Project Management and Financial Management.

DUTIES: Ability in preparing written reports, presentations, drafting of policies, circular development, specifications development and system description pertaining to Infrastructure and Facilities Management. Technical assessment (building, electrical and mechanical for air conditioners, generators for lighting, fridges, industrial washing machines, industrial stoves) and development of bill of quantities for the maintenance of offices and institutions of the Department. Manage maintenance register of the Department. Attend and report from technical infrastructure meetings under construction. Effective, efficient, economical and transparent use of resources and proposal cost saving measures in a limited resource environment. Development of specifications for Facilities Management in line Supply Chain Management prescripts. Monthly adherence to given deadlines of maintaining monthly costing schedules of soft services, office lease register, cellphone register, photocopier registers and Commitments Register; for the Department in compliance with the prescripts. Monthly submission of Monthly Report/s in terms of the Departmental Operational Plans and Annual Performance Plans with portfolio of events. Perform audits on municipal water and electrical meters, telephone landline audit. Preparation of annual budget and cash flow projections for facilities services. Reconciliation of payments of facility services. Clearing of outstanding commitments of facility services. Strong analytical and desktop computer skills especially spread sheet applications. Working closely with Contracts Management to monitor delivery of facilities services.

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

POST 05/182: ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING: (2)

SALARY: R334 545per annum (level 9)

CENTRE: (Ref DSD 22/01/2018) Sarah Baartman: District Office (1); (Ref DSD 23/01/2018) Joe Gqabi: District Office (1)

REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years’ experience in Human Resource of which three years must be at supervisory level. A valid South African driver’s license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies:


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

POST 05/183: WEB DEVELOPER- SYSTEM DEVELOPMENT (REF DSD 24/01/2018)

SALARY: R334 545per annum (level 9)

CENTRE: Head Office (1)

REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/National Diploma in Computer Science or Diploma in Information Technology or B.Com in Information Systems/Financial Information Systems, MCSD or SharePoint certification will be an added advantage. A minimum of three (3) years Web Development. Understanding of the Microsoft SharePoint suite. Solid practical working on: ASP.Net 3.5/later, VB.Net or C#, Experience in working with more than one programming language. Experience in working with SQL 2005/later, XML, HTML, Java Script. Knowledge of DHTML, XHTML, CSS, RSS, AJAX and XML Web Services. Understanding of Active Directory, user groups and permissions. Experience in Government systems will be an added advantage. A valid South African driver’s license is a prerequisite. Competencies: SharePoint Administration. Website design, development, implementation & maintenance using SharePoint. Developing.NET applications. Ability to use ASP.net and VB.Net or C#; Microsoft SQL 2005/later. Organizational knowledge and analysis, Integration techniques, basic understanding of Active Directory.

DUTIES: Research, design, develop, implement & maintain business process automation through MS SharePoint. SharePoint Administration. Design, code and maintain application software through Visual Studio .Net. Ensure that standards, procedures and methods for the development and maintenance of the applicable applications are adhered to. Ensure that change control procedures are adhered

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

POST 05/184: SYSTEM DEVELOPER- SYSTEM DEVELOPMENT AND MANAGEMENT (REF DSD 25/01/2018)

SALARY: R334 545per annum (level 9)

CENTRE: Head Office (1)

REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/National Diploma in Computer Science or Diploma in Information Technology or B Com in Information Systems/Financial Information Systems. MCSD will be an added advantage. A minimum of 3+ years’ .NET development experience. Experience in developing and deploying .NET applications. Solid practical working on ASP.Net 3.5/later, VB.Net or C#. Experience in working with SQL 2005/later, XML, HTML, Java Script. Knowledge of DHTML, XHTML, CSS, RSS, AJAX and XML Web Services. An understanding of the server and networking environment. Experience in Government systems will be an added advantage. Prepared to work after hours, even on weekends. A valid South African driver’s license is a prerequisite. Competencies: Skill in the interpretation of systems requirements into technical design and development of applications to meet these requirements, within agreed timeframes. Skill in developing and
deploying .NET applications. The ability to work on .Net framework 2.0 or later. The ability to use ASP.net and VB.Net or C#. The ability to work with Microsoft SQL 2005/later.

**DUTIES**

- Develop and maintain application software and applicable documentation.
- Provide technical support and ensure technical stability of application systems.
- Execute technical investigations, impact analysis and compilation of technical solutions and action plans. Provide assistance with regard to the identification of procedures, processes and the information flow required for the maintenance of systems in line with both departmental and client strategies, and information requirements. Provide applicable training. Assist with the integration and implementation of systems. Communicate with relevant parties. Perform quality assurance, which includes actively adhering to ISO and other quality standards and procedures, as well as assist with the formulation of procedures and standards for the Department.

**ENQUIRIES**

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

**POST 05/185**

**COMMUNITY DEVELOPMENT SUPERVISOR: NPO MANAGEMENT GR1**

**SALARY**

- R323 178 per annum

**CENTRE**

- (Ref DSD 35/01/2018) Joe Gqabi: District Office (1)
- (Ref DSD 36/01/2018) Alfred Nzo: District Office (1)
- (Ref DSD 37/01/2018) Sarah Baartman: District Office (1)

**REQUIREMENTS**

- Standard 10/ Grade 12 plus a B Degree/ National Diploma in Social Science with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies plus a minimum of 7 years’ recognizable experience in Community Development after obtaining the required qualification. Previous work with NPO’s will be an added advantage. A valid South African driver’s license is a prerequisite.
- Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.

**DUTIES**

- Analyse monitoring reports from the local service office and provide guidance and support. Monitor adherence to SLA and legislation. Monitor operational performance in line with financial investment. Monitor and analyse interventions by NPO’s performance in line with District needs. Conduct evaluation for impact analysis at specified periods.

**ENQUIRIES**

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

**POST 05/186**

**CHIEF NETWORK CONTROLLER (REF DSD 29/01/2018)**

**SALARY**

- R281 418 per annum (level 8)

**CENTRE**

- Joe Gqabi: District Office (1)

**REQUIREMENTS**

- Standard 10/ Grade 12 plus a B Degree/ National Diploma in ICT/ Electronics OR Matric with international recognized certification in A+, N+, CCNA or MCSE. A minimum 3 years’ experience in the field of LAN and Desktop user support. A valid South African driver’s license is a prerequisite.
- Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LANs and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems on ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in a LAN such as desktops, switches, servers and routers.

**DUTIES**

- To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 05/187 : SENIOR ADMIN OFFICER: (2)

SALARY : R281 418 per annum (level 8)
CENTRE : (Ref DSD 30/01/2018) Joe Gqabi: District Office (1)
(Ref DSD 31/01/2018) Alfred Nzo: District Office (1)


DUTIES : Be responsible for a variety of administrative duties related to provisioning service. Perform a supporting function to other technical staff in Centre. Prepare and submit consolidated monthly and quarterly management reports, performance reports. Provide logistic support functions, such as NPO funding Coordination and support to NPO’s. Monitor budget expenditure patterns as well as monthly projection for the District. Manage and supervise administration officers.

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

POST 05/188 : SENIOR STATE ACCOUNTANT: (3)

SALARY : R281 418 per annum (level 8)
CENTRE : (Ref DSD 32/01/2018) Joe Gqabi: District Office (1)
(Ref DSD 33/01/2018) Alfred Nzo: District Office (1)
(Ref DSD 34/01/2018) Sarah Baartman: District Office (1)


DUTIES : Monitor claim submission by NPO’s. Monitor budget reconciliation and expenditure patterns. Prepare and present expenditure reports for the District. Supervise and manage state accountants.

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

POST 05/189 : CHIEF REGISTRY CLERK: (3)

SALARY : R226 611 per annum (level 7)
CENTRE : (Ref DSD 38/01/2018) Provincial Office (2);

REQUIREMENTS : Grade 12/ Matric or equivalent qualification. 3 years’ experience in records management. Computer Literacy. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
POST 05/190: PERSONAL ASSISTANT: (6 MONTHS CONTRACT) (Ref DSD 40/01/2018)

SALARY: R226 611 per annum (level 7)
REQUIREMENTS: An appropriate Degree/Diploma coupled with three (2) years relevant experience OR Matric with ten (10) years secretarial experience. Computer literacy. Competencies: Knowledge of Public Service policies and procedures. Good communication skills. Innovative thinking ability as well as problem solving skills. Sound personal values in terms of honesty, integrity and confidentiality. Excellent personal and Organisational skills
DUTIES: Record appointment and events and manage the Director’s diary. Scrutinize incoming and outgoing documents to determine actions/information/other documents required. Prepare documents, memorandums, letters and presentations for the Director. Compile agenda and take minutes during Directorate meetings. Follow up on resolutions take in the meetings. Liaise with travel agencies to make travel and related arrangements (flight, car rental, accommodation etc.) Process travel and subsistence claims for the Director. Create and maintain a filing system in line with the Departmental filing system. Execute procurement processes, follow – ups invoices, compile GRV’s and clear outstanding commitments
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 05/191: STATE ACCOUNTANT: NPO MANAGEMENT (8)

SALARY: R226 611 per annum (level 7)
CENTRE: (Ref DSD 41/01/2018) Alfred Nzo: Matatiele Service Office (1); (Ref DSD 42/01/2018) Ntabankulu Local Service Office (1); (Ref DSD 43/01/2018) Joe Gqabi: Senqu Local Service Office (1), (Ref DSD 44/01/2018) Walter Sisulu Local Service Office (1), (Ref DSD 45/01/2018) Elundini Local Service Office (1); (Ref DSD 46/01/2018) Sarah Baartman: Grahastown Local Service Office (1), (Ref DSD 47/01/2018) Humansdorp Local Service Office (1), (Ref DSD 48/01/2018) Graaf Reinet Local Service Office (1)
REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance or Internal Auditing with three years relevant experience OR Senior Certificate with at least five years relevant experience working in finance administration. Computer Literacy. Previous work with NPO’s will be an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and PERSAL.
DUTIES: Prepare claims in line with budget. Expedite submission of claims by NPO’s. Reconcile expenditure with budget. Maintain database of NPO’s. Prepare monthly and annual expenditure reports.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 05/192: ADMIN OFFICER: NPO (COMPLIANCE AND MONITORING) (14 POSTS)

SALARY: R226 611 per annum (level 7)
REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/National Diploma in Administration/Accounting/equivalent qualification plus a minimum of 2 years practical
experience OR Grade 12/equivalent qualification with five (5) years relevant
experience in administration environment. Previous work with NPO’s will be
an added advantage. Competencies: Knowledge of administration and
business administration. Knowledge of Public sector policies. Knowledge of
procurement systems, PFMA, PSA regulations and Supply Chain
Management. Excellent communications skills. Analytical ability.

**DUTIES**: Manage the claim submission process of NPO’s. Conduct records and
document management both manually and electronically. Update and process
information from the helpdesks. Update and process information from the
NPO’s.

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

**POST 05/193**: **ADMIN OFFICER: CIO (REF DSD 63/01/2018)**

**SALARY**: R226 611 per annum (level 7)

**CENTRE**: Provincial Office (1)

**REQUIREMENTS**: Standard 10/ Grade 12 plus a B Degree/National Diploma in Administration/
Accounting/equivalent qualification plus a minimum of 2 years practical
experience OR Grade 12/equivalent qualification with five (5) years relevant
experience in administration environment. Competencies: Knowledge of
administration and business administration. Knowledge of Public sector
policies. Knowledge of procurement systems, PFMA, PSA regulations and
Supply Chain Management. Excellent communications skills. Analytical ability.

**DUTIES**: Conduct records and document management both manually and
electronically. Be responsible for variety of administration duties related to
provisioning services. Monitor and manage provisioning process at
operational level. Supervise staff. Provide logistic support functions such as
transport administration, travel and accommodation arrangements of officials
for the Office. Monitor budget expenditure patterns as well as monthly
projections for the Local Service Office. Monitor submissions, memorandums
and orders. Supervise the ordering of stationery, office supplier, courier
services and deliveries.

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

**POST 05/194**: **NETWORK CONTROLLER (REF DSD 64/01/2018)**

**SALARY**: R226 611 per annum (level 7)

**CENTRE**: Buffalo City Metro: District Office (1)

**REQUIREMENTS**: Standard 10/ Grade 12 plus a B Degree/National Diploma in ICT/Electronics
with international recognized certification such as A+, N+, or MCSE. Minimum
of three years’ experience in the field of LAN and Desktop user support. A
valid South African driver’s license is a prerequisite. Competencies: Good
knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating
Systems, LAN and LAN equipment is essential. Knowledge of departmental
transversal systems will be an added advantage. Hands on experience and
knowledge in troubleshooting and resolving software relate problems in ICT
user equipment. Hands on experience and knowledge in troubleshooting
hardware related problems and performing hardware maintenance on ICT
user equipment. Hands on experience and knowledge in configuring
equipment in LAN such as Desktops, switches, serves and routers

**DUTIES**: To perform all ICT end user Technical Support. To perform all preventive
maintenance services and ICT audits. To participate in infrastructure rollout
projects. To participate in systems software rollout projects. To render the
maintenance of all ICT equipment/infrastructure. Implement, install, configure
and support operating systems and systems software packages on PCs and
file servers.

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

**POST 05/195**: **EMPLOYEE RELATIONS PRACTITIONER: LABOUR RELATIONS (REF
DSD 65/01/2018)**

**SALARY**: R226 611 per annum (level 7)

**CENTRE**: Head Office (1)
**REQUIREMENTS**

Standard 10/ Grade 12 plus a B Degree/National Diploma in Human Resource Management/ Industrial Relations /equivalent qualification plus a minimum of 3 years practical experience OR Grade 12/equivalent qualification with ten (10) years relevant experience in human resource management environment.

A valid South African driver’s license is a prerequisite. Computer Literacy. Competencies: Knowledge of the Labour Relations Act, Basic Condition of employment Act, Public Service Act and Regulation, code of good conduct, disciplinary code, grievance procedures, conflict resolution, computer literacy reconciliation, mediation and arbitrations procedures. Communication and interpersonal relations. Good report writing and communication skills (written and verbal)

**DUTIES**

Act as a designated person for the District, compile statistics and reports, and conduct all related functions. Co-ordinate and collate grievances, handle internal discipline disciplinary cases, handle of misconduct and writing of reports. Processing and implement the outcomes of disciplinary hearing, assist the District Office with any other instructed duties

**ENQUIRIES**

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

**POST 05/196**

**SOCIAL WORKERS Gr1 (4) TO THE FOLLOWING DISTRICTS:**

**SALARY**

R226 686 per annum

**CENTRE**

(Ref DSD 66/01/2018) Amathole District: Elliotdale Service Office (2);
(Ref DSD 67/01/2018) Bedford Service Office BCM: (1);
(Ref DSD 68/01/2018) NMM: Uitenhage Service Office (1)

**REQUIREMENTS**

Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver’s license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**DUTIES**

Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

**ENQUIRIES**

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

**POST 05/197**

**COMMUNITY DEVELOPMENT PRACTITIONER Gr1: NPO (COMPLIANCE & MONITORING) (7 POSTS)**

**SALARY**

R191 544 per annum

**CENTRE**

(Ref DSD 69/01/2018) Alfred Nzo: Mzimvubu Local Service Office (1)
(Ref DSD 70/01/2018) Mamatle Local Service Office (1)
(Ref DSD 71/01/2018) Mbizana Local Service Office (1)
(Ref DSD 72/01/2018) Joe Gqabi:Elundini Local Service Office (1)
(Ref DSD 73/01/2018) Sarah Baartman: Grahamstown Local Service Office (1)
(Ref DSD 74/01/2018) Humansdorp Local Service Office (1)
(Ref DSD 75/01/2018) Graaf Reinet Local Service Office (1)

**REQUIREMENTS**

Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy. Previous work with NPO’s will be an added advantage. A valid South African driver’s license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development
issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

**DUTIES:**

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

**POST 05/198:**

**CHILD AND YOUTH CARE SUPERVISOR GR 1 (REF DSD 99/01/2018) (1POST)**

**SALARY**: R163 365 per annum

**CENTRE**: Nelson Mandela Metro: Protea Child and Youth Care Centre

**REQUIREMENTS**:

**DUTIES**:
- Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field.

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

**POST 05/199**

**ADMIN CLERK: NPO (COMPLAINTS AND MONITORING) (14 POSTS)**

**SALARY**: R152 862 per annum (level 5)

**CENTRE**:
- (Ref DSD 76/01/2018) Buffalo City Metro: District Office (1)
- (Ref DSD 77/01/2018) Sarah Baartman: Grahamstown Local Service Office (1)
- (Ref DSD 78/01/2018) Humansdorp Local Service Office (1)
- (Ref DSD 79/01/2018) Graaf Reinet Local Service Office (1).
- (Ref DSD 80/01/2018) Humansdorp Area Office (1)
- (Ref DSD 81/01/2018) Joe Gqabi: Walter Sisulu Local Service Office (1)
- (Ref DSD 82/01/2018) Elundini Local Service Office (1)
- (Ref DSD 83/01/2018) Alfred Nzo: Ntabankulu Local Service Office (1)
- (Ref DSD 84/01/2018) Mbizana Local Service Office (1)
- (Ref DSD 85/01/2018) OR Tambo: Lusikisiki Service Office (1)
- (Ref DSD 86/01/2018) Mhlontlo Service Office (1)
- (Ref DSD 87/01/2018) Port St Johns Service Office (1)
- (Ref DSD 88/01/2018) Nelson Mandela Metro: District Office (2).

**REQUIREMENTS**:
- Senior Certificate/ equivalent qualification with 1 year relevant experience in administration. Computer literacy. Previous work with NPO’s will be an added advantage. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

**DUTIES**:
- Print claims and align with relevant programs. Expedite submission of claims by NPO’s. Assist state accountants in budget management and monitoring of expenditure patterns of funded organisations. Follow up on poor expenditure patterns and provide support. Maintain proper record keeping. Provide Support to NPO forums.

**ENQUIRIES**
- can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
POST 05/200: ADMIN CLERK: SCM (REF DSD 89/01/2018) (1 POST)

SALARY: R152 862per annum (level 5)
CENTRE: Joe Gqabi: Sterkspruit Local Service Office
REQUIREMENTS: Senior Certificate/ equivalent qualification with 1 year’s relevant work experience in administration. Computer Literacy Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 05/201: ADMIN CLERK: NPO (REF DSD 90/01/2018) (1 POST)

SALARY: R152 862per annum (Level 5)
CENTRE: Joe Gqabi: Sterkspruit Local Service Office
REQUIREMENTS: Senior Certificate/ equivalent qualification with 1 year’s relevant work experience in administration. Computer Literacy Competencies: Understanding of NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Understanding of service delivery programs (Core) of the Department.
DUTIES: Print claims and align with relevant programs. Expedite submission of claims by NPO’s. Assist state accountants in budget management and monitoring of expenditure patterns of funded organisations. Follow up on poor expenditure patterns and provide support. Maintain proper record keeping. Provide Support to NPO forums.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 05/202: ACCOUNTING CLERK (REF DSD 91/01/2018) (1 POST)

SALARY: R152 862per annum (Level 5)
CENTRE: Sarah Baartman: Grahamstown Area Office
REQUIREMENTS: A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject with 1 year’s relevant working experience. Computer literacy. Competencies: Knowledge of BAS and Persal system will be an added advantage.
DUTIES: Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 05/203: REGISTRY CLERK (REF DSD 92/01/2018) (2 POSTS)

SALARY: R152 862per annum (level 5)
CENTRE: Nelson Mandela Metro: District Office
REQUIREMENTS: A Senior Certificate OR equivalent qualification with one (1) year relevant experience. Computer literacy. A valid EB Driver’s license will be an added advantage. Competencies: Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice.
DUTIES: Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management. Manage the following office equipment’s fax machines and photocopy machines with the District Office.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.
<table>
<thead>
<tr>
<th>POST 05/204</th>
<th>SOCIAL AUXILIARY WORKER GR 1 (REF DSD 93/01/2018) (1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R130 434 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Sarah Baarman: Graaf Reinet Local Service Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year of proof of registration). Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Be responsible for crime prevention programmes to young person’s at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young person’s placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/205</th>
<th>SOCIAL AUXILIARY WORKER: NPO MANAGEMENT GR 1 (4 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R130 434 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>(Ref DSD 94/01/2018) Amathole: Centane Service Office (1)</td>
</tr>
<tr>
<td></td>
<td>(Ref DSD 95/01/2018) Humansdorp Local Service Office (1)</td>
</tr>
<tr>
<td></td>
<td>(Ref DSD 96/01/2018) Grahamstown Local Service Office (1)</td>
</tr>
<tr>
<td></td>
<td>(Ref DSD 97/01/2018) Willowmore Service Office (1).</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year of proof of registration). Computer literacy. A valid South African driver’s license is a prerequisite. Previous work with NPO’s will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assist Community Development Practitioner in the implementation of registration and compliance function. Maintain database of registered NPO’s. Provide support social workers in monitoring the performance of funded NPO’s.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/206</th>
<th>SOCIAL AUXILIARY WORKER GR 1 (PROBATION SERVICES) (REF DSD 98/01/2018) (1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R130 434 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Sarah Baartman: Alexandria Service Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Be responsible for crime prevention programmes to young person’s at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young person’s placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/207</th>
<th>CHILD AND YOUTH CARE WORKER GR 1 (3 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R124 047 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>(Ref DSD 100/01/2018) Nelson Mandela Metro: Erica Place of Safety (1)</td>
</tr>
</tbody>
</table>
REQUIREMENTS:

DUTIES:
- Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours. Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job.

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

POST 05/208:
ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER: NPO MANAGEMENT GR1 (5 POSTS)

SALARY:
- R124 047 per annum

CENTRE:
- (Ref DSD 103/01/2018) Alfred Nzo: Mbizana Local Service Office (1)
- (Ref DSD 104/01/2018) Joe Gqabi: Elundini Local Service Office (1)
- (Ref DSD 105/01/2018) Sarah Baartman: Grahamstown Local Service Office (1)
- (Ref DSD 106/01/2018) Humansdorp Local Service Office (1)
- (Ref DSD 107/01/2018) Graaf Reinet Local Service Office (1)

REQUIREMENTS:
- A Senior Certificate/ equivalent certificate. A valid South African driver’s license is a prerequisite. Previous work with NPO’s will be an added advantage. Competencies: Interpersonal skills/the ability to interact with people and community structures. Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.

DUTIES:
- Assist Community Development Practitioner in the implementation of registration and compliance function. Maintain database of registered NPO’s. Provide support social workers and community development practitioners in monitoring the performance of funded NPO’s.

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

POST 05/209:
GROUNDSMAN (REF DSD 108/01/2018) (1 POST)

SALARY:
- R90 234 per annum (Level 2)

CENTRE:
- Nelson Mandela Metro: District Office

REQUIREMENTS:
- Grade 10/ equivalent qualification or 10 year’s previous experience in gardening and maintenance. A valid South African driver’s license is will be an added advantage. Competencies: Ability to read and write. Good interpersonal and communication skills.

DUTIES:
- Responsible for the maintenance of the grounds. Load and offload goods. Prune trees, cut grass and provide other assistance instructed by the supervisor. Operate equipment. Assist with movement of assets.

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

DEPARTMENT OF SPORT RECREATION ARTS AD CULTURE
The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:
- Post to: Head Office and Museums: The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No:
10, No 5, Wilton Zimasile Mkwayi Building, King Williams Town and enquiries can be directed to Ms R Loots 043 492 0949.

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

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

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

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

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

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

CLOSING DATE: 16 February 2018

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

OTHER POSTS

POST 05/210: MANAGER: MUSEUM SERVICES: REF NO: DSRAC 01/01/2018

SALARY: R779 295 per annum Level 12

CENTRE: King Williams Town

REQUIREMENTS: Formal Qualifications: B Degree in History, Archaeology, Anthropology, Sociology or Social Science coupled with 10 years’ experience in museum services. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years’ experience at Management level. Experience in development of strategic and business plans. Sound knowledge and experience in government policies and procedures. Good communication and analytical skills. Project Management skills. Independent worker
committed to meeting time frames. Computer literate (emphasis on MS Excel and MS PowerPoint). A valid driver’s licence.

**DUTIES**
Coordinate administration and management of heritage resources in the province in terms of relevant legislative framework. Facilitate liaison with relevant national departments, local government, national and international agencies and institutions on heritage matters in order to impact positively on conservation and management of heritage resources in the province. Facilitate transformation of heritage landscape in the Eastern Cape. Facilitate celebration and commemoration of National Days and Significant Heritage Events in the Eastern Cape. Facilitate restoration of existing heritage resources and construction of new memorials to promote nation building, reconciliation, unity and social cohesion. Facilitate exhumation, repatriation and burial of remains of victims of conflict. Facilitate protection and repatriation significant heritage objects. Facilitate promotion of national symbols and orders. Raise community awareness and disseminate information to stakeholders on all matters pertaining to heritage management in the Province. Work in partnership with other directorates in the department to ensure coordinate and integrated approach to service delivery. Facilitate development, management and promotion to service delivery. Facilitate development, management and promotion of the Eastern Cape Resistance and Liberation Heritage Route. Manage the sub-Directorate of Heritage Services.

**ENQUIRIES**
Ms. R. Loots 043 492 0949

**POST 05/211**
MANAGER: SPORT & RECREATION REF NO: DSRAC 03/01/2018

**SALARY**
R779 295 per annum Level 12

**CENTRE**
Joe Gqabi District

**REQUIREMENTS**
An appropriate Bachelor’s Degree/Diploma in the field of Sport & Recreation coupled with 10 years’ experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem – solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid driver’s license (People with disability and females are encourage to apply)

**DUTIES**
Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safe – keeping of assets. Ensure a productive organizational culture

**ENQUIRIES**
Mr Y Dlamkile: 051 633 2090

**POST 05/212**
MANAGER: CULTURAL AFFAIRS REF NO: DSRAC 02/01/2018

**SALARY**
R779 295 per annum Level 12

**CENTRE**
Nelson Mandela District

**REQUIREMENTS**
A B Degree in Arts and Culture/ Museum & Heritage/Libraries coupled with 10 years’ experience in the field of Cultural Affairs. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years’ experience at Assistant Manager Level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museum & Heritage and Libraries prescripts. Problem- solving skills. Knowledge of finances and the budget process. Computer literacy. A valid driving licence. (People with disability and females are encourage to apply)
DUTIES: Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museum & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operation Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Co-ordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services Legislation and policies in the District.

ENQUIRIES: Mr A Kitching 041 492 1230

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

SALARY: R549 639 per annum

CENTRE: Bayworld Museum

REQUIREMENTS: Formal Qualifications: A minimum of an MSc in Entomology or Zoology. A PhD Entomology will be of added advantage. Demonstrable understanding of basic computer software (Microsoft Office). Understanding of database software and ability to write computer code. Experience in collecting, preserving and identifying invertebrate specimens. Experience in biological research. A Valid Driving Licence

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

ENQUIRIES: Ms. R. Loots 043 492 0949

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

SALARY: R417 552 per annum Level 10

CENTRE: King Williams Town

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

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

ENQUIRIES: Ms. R. Loots 043 492 0949

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

SALARY: R417 552 per annum Level 10

CENTRE: Joe Gqabi District Office District

REQUIREMENTS: A Degree/Diploma in Social Science (Historical/Heritage Studies) or equivalent field of study with 5 years’ experience working in a Museum or related institution of which 3 years must be in Cultural Heritage environment. Knowledge of government prescripts and policies in Heritage and Museums. Good presentation skills. Good verbal and written communication skills. Good interpersonal skills. A valid driving licence
DUTIES: Managing the section of Museum and Heritage in the district. Develop and promote Museum and Heritage in the district. Ensure compliance with statutory requirements within the section. Planning of budget and operational plans. Reporting of activities and projects monthly, quarterly and annually. Manage identification development and promotion of both tangible and intangible Cultural Heritage and Indigenous knowledge systems. Strengthening relations with local authorities, indigenous, traditional and religious leaders. Supervise staff and provide support to the section.

ENQUIRIES: Mr Y Dlamkile: 051 633 2090

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

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

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

ENQUIRIES: Mr A Kitching: 041 408 4533/32

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

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

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

ENQUIRIES: Mr Y Dlamkile: 051 633 2090

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

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

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

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/219 : ASSISTANT MANAGER: LABOUR RELATIONS: REF NO: DSRAC 08/01/2018

SALARY : R334 545 Level 09
CENTRE : King Williams Town
REQUIREMENTS : Degree/Diploma in Human Resource Management or equivalent qualification with 3 years’ experience in the field of which 2 years must be at a supervisory level. Or Matric with at least 10 years’ experience in the field of which 2 years must be at a supervisory level. Understanding of the LRA, PSA, the Constitution of South Africa, the PFMA, PSCBC and GPSSBC Resolutions and other relevant legislative directives. Understanding of Treasury Regulations. Understanding of the Public Service reporting procedures. Good report writing, communication, negotiation and conflict management skills. Presiding skills. Innovative and creative thinker. Must be willing to work under pressure. Willingness to travel. Willing to work in a team. Computer Literacy. A Valid Driving Licence

DUTIES : Maintain Labour peace and promote sound relations between employer and employees. Facilitate and co-ordinate misconduct, grievance and disputes investigations and procedures. Ensures Labour Related Policy development and implementation. Provide training on a range of Labour Relations issues. Liaise externally and represent the department at Provincial bargaining Chambers and ensures the implementation of collective agreements. Assist with managing the relationship with Unions. Assist with supervision of administrative personnel at lower level.

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/220 : ASSISTANT MANAGER: RISK MANAGEMENT: REF NO: DSRAC 09/01/2018

SALARY : R334 545 Level 09
CENTRE : King Williams Town
REQUIREMENTS : Degree/Diploma in Accounting or Auditing, coupled with at least 3 years’ experience in the field / related field or Matric certificate coupled with 10 years’ experience in the field of Risk Management. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute of Risk Management (RIMSA) will be an added advantage. A valid Driving license

DUTIES : Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti-Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers.

ENQUIRIES : Ms. R. Loots 043 492 0949

POST 05/221 : SENIOR ADMIN OFFICER: FLEET MANAGEMENT REF NO: DSRAC 13/01/2018

SALARY : R281 418 Level 8
CENTRE : King Williams Town
REQUIREMENTS : A Degree/ Diploma in History/ Heritage/ Philosophy/ Social Science with 3 years relevant experience or Matric with 5 years’ experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer Literacy. A valid driver’s licence.

DUTIES : Assist in the implementation of projects aimed at identifying, conversing and managing Heritage resources. Assist in implementation of projects aiming at
promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional, and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management Heritage resources.

ENQUIRIES
: Ms. R. Loots 043 492 0949

POST 05/222
: PRINCIPAL MUSEUM HUMAN SCIENTIST: WILD COAST MUSEUM REF NO: DSRAC 17/01/2018 & ALBANY MUSEUM DSRAC 18/01/2018

SALARY
: R281 418 Level 8

CENTRE
: Wild Coast Museum & Albany Museum

REQUIREMENTS
: A Degree/ Diploma in History/ Heritage/ Philosophy/ Social Science with 3 years relevant experience or Matric with 5 years’ experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer Literacy. A valid driver’s licence.

DUTIES
: Assist in the implementation of projects aimed at identifying, conversing and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional, and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management Heritage resources.

ENQUIRIES
: Ms. R. Loots 043 492 0949

POST 05/223
: INDUSTRIAL TECHNICIAN: EDUCATION: REF NO: DSRAC 19/01/2018

SALARY
: R281 418 Level 8

CENTRE
: Albany Museum

REQUIREMENTS
: BA Degree/ Diploma in Education with a minimum of 3 years’ experience in the field. Experience in the curriculum development for schools. Experience in facilitating interactive youth programmes. Project management skills. Good oral and written communication skills. Communication in English and isiXhosa is highly recommended. Good computer skills. Must have experience in a Museum. A Valid Driving Licence

DUTIES
: Effectively administer and manage the budget and equipment of the Education unit at the Museum. Supervise subordinates. Facilitate, co-ordinate and monitor quality lessons at the education unit premises. Monitor and co-ordinate outreach projects emanating from the education unit. Compile write and disseminate an annual programme booklet of the education unit in the Museum. Coordinate public engagement programmes at the museum. Develop educational resources to be distributed to schools and the public.

ENQUIRIES
: Ms. R. Loots 043 492 0949

POST 05/224
: LABOUR RELATIONS OFFICER: REF NO: DSRAC 12/01/2018

SALARY
: R281 418 per annum (Level 08)

CENTRE
: Alfred Nzo District Office

REQUIREMENTS
: BA Degree/ Diploma in Labour Law/ Labour Relations/ Human Resources Management, with 3 years relevant experience in the field or Matric certificate with 5 years relevant experience in the field of Labour Relations. Knowledge of Public service Act, Public Service Regulations, Labour Relations Act, Basic Condition of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. Valid Driving Licence.

DUTIES
: Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in
order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of disputes resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.

**ENQUIRIES**: Mr Gugwana: 039 254 0960

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

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : OR Tambo District Office

**REQUIREMENTS** : A Degree/ Diploma in Finance Administration or equivalent with 1 year relevant experience or Matric certificate coupled with a minimum of 3 years’ experience working within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of BAS and PERSAL. Good written and communication skills. Good interpersonal skills. Computer literacy. A valid driver’s licence will be an advantage

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

**ENQUIRIES** : Ms Kenqa: 047 502 9211

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

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Chris Hani District Office

**REQUIREMENTS** : A Diploma/ Degree in Financial Management with at least 3 years financial experience or Matric certificate with 5 experiences in the field of Financial Management. Advanced Computer skills, Presentation skills. Driver’s licence (Optional).

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

**ENQUIRIES** : Mr. Kwanini Tel: 045 807 7500

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

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Nelson Mandela

**REQUIREMENTS** : A Diploma/ Degree in Archives and Records with at least 3 years’ experience in Archives and Records Management environment or Matric certificate with 5 experiences in the field of Archives and Records Management. Team player, good verbal and written communication skills, excellent interpersonal skills, information retrieval skills, Analytical skills, telephone etiquette, report writing skills and filing skills.

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

**ENQUIRIES** : Mr. A Kitching Tel: 041 492 1230

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

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Amathole District Office (Mbashe Municipality)

**REQUIREMENTS** : A Bibl.Degree/ B Tech in Library information studies / National Diploma in Library & Information Studies. Minimum of 3 years’ experience in a public Library at a supervisory level. Good verbal and written skills. Ability to

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

**ENQUIRIES**
- Mr. Trevor Jantjies Tel: 043 704 7806

**POST 05/229**
- **STATE ACCOUNTANT:** CREDITORS RECONCILIATION: REF NO: DSRAC 25/01/2018
- **SALARY**
  - R226 611 Level 07
- **CENTRE**
  - King Williams Town
- **REQUIREMENTS**
  - BA Degree/ Diploma in Financial Management or equivalent qualification with 1-year experience or Matric coupled with a minimum of 3 years’ experience within the field of Finance. Knowledge and experience of BAS/Logis and PERSAL. Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Knowledge of office equipment operation Good interpersonal and communication skills and good telephonic etiquette. A valid driver’s licence.

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

**ENQUIRIES**
- Ms. R. Loots 043 492 0949

**POST 05/230**
- **CHIEF AUXILIARY SERVICE OFFICER:** RESEARCH: REF NO: DSRAC 33/01/2018
- **SALARY**
  - R226 611 Level 7
- **CENTRE**
  - Bayworld Museum
- **REQUIREMENTS**
  - An appropriate Degree or Diploma in in History/ Tourism or equivalent with 1 year’ experience in Museum environment or Matric with 3 years’ experience in Museum environment. Good Public Relation skills. Good verbal and written communication skills. Good telephone etiquette. Willingness to work on weekends and on public holidays. A valid driver’s licence.

**DUTIES**

**ENQUIRIES**
- Ms. R. Loots 043 492 0949

**POST 05/231**
- **AUXILIARY SERVICE OFFICER**
- **SALARY**
  - R226 611 Level 7
- **CENTRE**
  - Bayworld Museum REF NO: DSRAC 43/01/2018
  - Somerset Museum REF NO: DSRAC 44/01/2018
  - Wild Coast Museum REF NO: DSRAC 45/01/2018
  - Fish River Museum REF NO: DSRAC 46/01/2018
- **REQUIREMENTS**
  - BA Degree/ Diploma in Financial Management/ Accounting /Auditing with two years’ experience in the financial management environment. Or Matric certificate coupled with 3 years working experience within the financial management environment. Knowledge of GRAP, Treasury Regulations. In-depth knowledge of PFMA and treasury Regulations. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of LOGIS, BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.
DUTIES: Apply internal control when the activity/ programme/ project/ events is still in progress to ensure all procedures are compliant to all Treasury Regulations and PFMA. Receiving and checking of payment requests. Receiving and checking of procurement commitments. Issuing of certificates after commitment has passed. Receiving and checking of salary related payments. Filling of data advices and safeguarding of documents. Assist in preventing, detecting and reporting irregular, fruitless and wasteful expenditure. Checking the authenticity of documents before being received by the registry office. Assist in the co-ordination of Audit Improvement Plan. Perform any other duties as requested by the supervisor/ manager.

ENQUIRIES: Ms. R. Loots 043 492 0949

POST 05/232: STATE ACCOUNTANT: BUDGET & PLANNING

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

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


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

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

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

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

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

ENQUIRIES: Ms Kenqa: 047 502 9211

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

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

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

DUTIES: Ensure that a proper asset register of all fleet and subsided vehicles is kept in the district. Ensure proper completion of and administration of records and returns by ensuring that vehicles log sheets are kept accurately for all vehicles at all times. Ensure payment of fuel claims to subsidized vehicles. Produce
monthly vehicle performance summaries and submit to head office. Inspection
as issuing out of vehicles to requesting officials as per weekly diaries and
recording to priorities as per demand of service delivery. Exercise control of
repairs and of maintenance of vehicles. Take reasonable steps to ensure
safeguard vehicles including accessories and tools against theft, irregular use,
damage by ensuring that vehicles are adequately garaged. Liaise with the
department of transport on matters relating to subsidised vehicles and fleet
management. Provide inputs into fleet and subsidy vehicle budget. Proper
monitoring of misuse of both state and subsidy vehicles.

ENQUIRIES
Mr T Janjies: 043 704 7806

POST 05/235
STATE ACCOUNTANT: EXPENDITURE X2

SALARY
R226 611 per annum (Level 07)

CENTRE
Chris Hani District REF NO: DSRAC 26/01/2018
OR Tambo District REF NO.: DSRAC 27/01/2018

REQUIREMENTS
A Degree/ Diploma in Finance Administration or equivalent with 1 year relevant
experience or Matric certificate couple with a minimum of 3 years’ experience
within the finance environment. Knowledge of relevant government prescripts
and financial administration processes. Knowledge of Bas and PERSAL. Good
written and communication skills. Good interpersonal skills. Computer literacy.
A valid driver’s licence.

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

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

POST 05/236
CHIEF HR OFFICER: REF NO: DSRAC 28/01/2018

SALARY
R226 611 per annum (Level 07)

CENTRE
Joe Gqabi District Office

REQUIREMENTS
BA Degree/ Diploma in Human Resource Management/ Administration or
Public Administration with 3 years’ experience in the field of Human Resource
Management or Matric with 3 years’ experience in the field of Human
Knowledge of Public Service Act, Public Service Regulations, basic conditions
of Employment Act, Skills Development Act, Performance Management and
Development System and relevant policies and resolutions related to HRM.
Computer literacy and skills in MS Package (MS Word, Excel, PowerPoint and
Access). Conflict management skills. Good written and verbal communication
skills. Valid Driving Licence is an advantage.

DUTIES
Supervise human resources to ensure efficient and quality service to client.
Supervise effective capturing of PERSAL data. Implement the Human
Resource and Management policies related to the conditions of service.
Manage termination of services. Represent the recruitment section in the
selection committees and provide HR advisory and secretarial support
services. Administer conditions of service, including appointments, transfers
and post establishment. Facilitate for timeous processing of all employee
benefits including exit benefits and leave gratuities. Compile reports and
provide statistics. Supervise, develop and quality control work. Provide
guidance to supervisors and managers on relevant policies and related
matters. Record management of files in terms of the NMIR.

ENQUIRIES
Mr Y Dlamkile: 051 633 2090

POST 05/237
CULTURAL OFFICER: PERFORMING ARTS: REF NO: DSRAC 29/01/2018

SALARY
R226 611 per annum (Level 07)

CENTRE
Alfred Nzo District Office

REQUIREMENTS
A Degree or National Diploma in Arts and Culture plus 3 years’ experience in
Arts and Culture. General knowledge of government prescripts, knowledge of
project management. Computer literacy. Good interpersonal and
communication skills (verbal and written). A valid driving licence.

DUTIES
Implement and coordinate the District Office Arts and Culture activities in
accordance with the provincial policy. Implement the approved micro plans of
Arts and Culture in the District. Carry out the mandate of the Directorate with the Districts. To manage, assist and coordinate District and or Departmental of project arts and culture projects, liaison with local artists, authorities, Arts and Culture bodies (Association Forum etc.).

ENQUIRIES : Mr Gugwana: 039 254 0960

POST 05/238 : ARCHIVIST X2

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

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

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

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

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

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

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


ENQUIRIES : Mr V Ketelo: 046 6034244

POST 05/240 : REGISTRY CLERK

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

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


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

POST 05/241 : HUMAN RESOURCE OFFICER

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

DUTIES: Implement service benefits and personnel provisioning administration. Implement transactions on PERSAL. Provide good Human Resource administration. Follow up on PERSAL messages and reports. Ensure that the personnel files meet the required standards. Monitors leave books and attendance registers. Reconcile leave in the district. Provide information and reports to the supervisor, Maintain good Human Resource filling system.

ENQUIRIES: Mr A Kitching: 041 408 4533/32(Nelson Mandela) & Ms Kenqa: 047 502 9211(OR Tambo) & Mr. Trevor Jantjies Tel: 043 704 7806(Amathole)

POST 05/242: RECEPTIONIST X2

SALARY: R152 862 Level 5

CENTRE: Bayworld Museum REF NO: : DSRAC 39/01/2018

REQUIREMENTS: A Diploma in Office Management or Matric with at least 2 years’ experience in receptionist or administration. Good communication skills (written and verbally). Computer literacy.


ENQUIRIES: Ms. R. Loots 043 492 0949

POST 05/243: ADMIN CLERK: MPP

SALARY: R152 862 per annum (Level 05)

CENTRE: Amathole District REF NO: DSRAC 41/01/2018

REQUIREMENTS: A Diploma/ Certificate in Office Management or Matric certificate with 1 year experience in Office environment. Willingness to work under pressure. Good verbal and communication skills. Computer literate

DUTIES: Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents.

ENQUIRIES: Mr. Trevor Jantjies Tel: 043 704 7806(Amathole) & Mr A Kitching: 041 408 4533/32(Nelson Mandela)

POST 05/244: GENERAL ASSISTANT

SALARY: R152 862 per annum (Level 05)

CENTRE: OR Tambo District REF NO: DSRAC 48/01/2018

REQUIREMENTS: A Diploma/ Certificate in Office Management or Matric certificate with 1 year experience in Office environment. Willingness to work under pressure. Good verbal and communication skills. Computer literate

DUTIES: Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents.

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

POST 05/245: PHARMACIST: REF NO: H/P/2

SALARY: R615 945. per annum. OSD

CENTRE: Embekweni Hospital, Zastron

REQUIREMENTS: Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One year relevant experience after registration as Pharmacist with recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: Computer skills. Driver's license


ENQUIRIES: Mr Mlumbi, Tel. No. (051) 673 167

APPLICATIONS: The Chief Executive Officer, Embekweni Hospital, (Contact person Me P Botha), Private Bag x 5, Zastron, 9958

CLOSING DATE: 20 February 2018

POST 05/246: ASSISTANT DIRECTOR: RECORDS ADMINISTRATION: REF NO.: H/A/1

SALARY: R334 545. per annum.


REQUIREMENTS: Grade 12 plus 6 years’ experience in Human Resources OR a recognised Bachelor’s degree or National Diploma in Human Resource Management or related areas. Persal Training Recommendations: None

DUTIES: Manage the departmental documents as well as the personnel files in terms of the National Archives Act. Address human resources management enquiries relating to records management. Ensure sound procedures for the security, privacy & confidentiality of information on personnel files. Manage the capturing of orders for the Directorate and the support services function. Compile and update a departmental policy on Records Management. Prepare and consolidate reports on human resource management issues, when needed. Provide inputs on the development/amendment of human resource records management issues. Inform, guide and advice department/personnel on human resource records management matters and monitor the correct implementation of human resource records management practices/policies in the various health institutions. Management of subordinates which include inter alia: Training and development of officials, Performance Management, Work allocation, Leave of absence, Discipline, etc.

ENQUIRIES: Mr M. Mokgampanyane, Telephone number: (051) 408 1179

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: 20 February 2018

POST 05/247: ASSISTANT DIRECTOR: PERSAL AND STAFF ADMINISTRATION: REF NO.: H/A/2

SALARY: R334 545. per annum.


REQUIREMENTS: Grade 12 plus 6 years’ experience in Human Resources OR a recognised Bachelor’s degree or National Diploma in Human Resource Management or related areas. PERSAL training: Must have completed Persal Provisioning/Utilization/MMS/SMS Package and Leave Courses. Persal Controllers Course. Proven extensive knowledge of Excel and computer literacy. Knowledge of the Provincial Persal Policy.
**DUTIES**: Manage the registering of new PERSAL users, the allocating of functions to users according to specific criteria and the creation and cancelling of links between input users and supervisors. Manage the staff establishment on PERSAL system. Co-ordinate the training for PERSAL users and the registering of System Change Control (SCC). Distribute PERSAL circulars and PERSAL practice notes and exception reports. Provide in-house training/assistance to all users. Approving and authorising of transactions according to the PERSAL delegations. Ensure the successful implementation of departmental/ public service policies on matters relating to human resource management to adhere to relevant prescripts/legislation. Provide inputs on development/amendment of Human Resource Management Policies/practices. Management of subordinates which include inter alia: Training and development of officials, Performance Management, Work allocation, Leave of absence, Discipline, etc.

**ENQUIRIES**: Mr L D Kamolane, Telephone number: (051) 408 1515

**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**: 20 February 2018

**POST 05/248**: ASSISTANT DIRECTOR: HR PRACTICES A AND B (2 POSTS) REF NO: H/A/3

**SALARY**: R334 545, per annum.

**CENTRE**: Human Resource Management And Planning: Corporate Office, Bloemfontein

**REQUIREMENTS**: Grade 12 plus 6 years’ experience in Human Resources. Recognized Bachelor’s Degree or National Diploma in Human Resource Management plus 3-5 years relevant experience. Persal Training

**DUTIES**: Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Ensure the successful implementation of departmental/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislation. Provide inputs on the development/amendments of Human Resource Management Policies/practises. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation. Authorise transactions on Persal according to delegations. (Act as Persal Personnel Controller, if appointed). Maintenance of Persal User Profiles

**ENQUIRIES**: Mr S I Makhema, Director HRM Tel. No. (051) 4081161/1882

**APPLICATIONS**: The Director, HRM, (Contact person: Mr M J Mokgampanyane), PO Box 227, Bloemfontein, 9300 or hand delivered @ Bophelo House Entrance, Cnr of Charlotte Maxeke and Harvey Roads, Bloemfontein

**CLOSING DATE**: 20 February 2018

**POST 05/249**: STAFF NURSE: (3 POSTS) REF NO: H/S/1

**SALARY**: R150 819. per annum. OSD

**CENTRE**: DR Che Guevara CHC: Fezile Dabi Health District

**REQUIREMENTS**: Registration with the South African Nursing Council (SANC) as Enrolled Nurse. Experience: None after Registration Recommendations: Driver’s license

**DUTIES**: Development and implementation of basic patient care plans. Provide elementary clinical nursing care under supervision of a professional nurse. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development

**ENQUIRIES**: Mr R D Makgokolo, Tel. No. (016) 970 9371
APPLICATIONS: The District Manager, Fezile Dabi Health District, (Contact person: Mr R D Makgokolo), Private Bag x 2005, SASLBURG, 1947

CLOSING DATE: 20 February 2018

POST 05/250: NUSING ASSISTANT: (6 POSTS) REF NO: H/N/1

SALARY: R116 625. per annum. OSD
CENTRE: DR Che Guevara CHC: Fezile Dabi Health District
REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant). Experience: None after registration. Recommendations: Driver’s license
DUTIES: Assist patients with activities of daily living (Physical Care). Provide elementary clinical nursing care under supervision of a professional nurse. Assist with effective management of patients using the facility. Take care of the material resources used in the facility. Maintain professional growth /ethical standards and self-development.
ENQUIRIES: Mr R D Makgokolo, Tel. No. (016) 970 9371
APPLICATIONS: The District Manager, Fezile Dabi Health District, (Contact person: Mr R D Makgokolo), Private Bag x 2005, SASLBURG, 1947
CLOSING DATE: 20 February 2018
PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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
APPLICATIONS must be submitted on a duly online www.gauteng.gov.za

FOR ATTENTION
Human Capital management

CLOSING DATE
19 February 2018

NOTE
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. 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 exercise, the selection panel will recommend candidates to attend a generic management competency assessment.

OTHER POSTS

POST 05/251
SENIOR PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING AND STORES – REFS/002431
Directorate: Supply Chain Management

SALARY
R281 418. (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Matric plus NQF level 6/ National Diploma in Supply Chain Management/Logistics/ Purchasing/ Public Finance/ Public Administration or equivalent qualification, coupled with a minimum of 2-3 years’ experience in Supply Chain Management. Competencies: Sound knowledge of Supply Chain Management legislation such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practices Notes, Circulars and Supply Chain Management delegations; computer literate in Ms Office packages i.e. Ms Word, Excel and PowerPoint, excellent numerical skills, analytic, planning, monitoring, problem solving and be exposed to purchasing and stores environment. Excellent communication and negotiation skills. Knowledge of SAP. Able to meet tight deadlines and or work under pressure and teamwork oriented. A valid driver's license is essential.

DUTIES
Implement and maintain sound SCM practices with regards to demand and acquisitions management process. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhere to. Assist with development, coordination and consolidation of demand plans submitted by the end-users. Provide guidance to internal clients on demand management processes and procedures. Coordinate and communicate demand management activities. Support lines functions to meet their deadlines. Track documents in respect of internal requisitions management process. Compile monthly, quarterly and annual reports in respect of commitment and accruals. Design, develop and implement internal control systems in respect of payments/invoices submitted by service providers and end-users. Management of lead times response versus internal requisitions and service delivery turnaround times from suppliers. Engage directorates regarding status of their submissions and internal requisitions. Coordinate quarterly engagement meetings with end-user. Take minutes and daft agenda for internal end-user meeting and keep records for management decisions. Expedite analyses and process all procurement transactions within arm bid of SCM regulations each financial year. Attend to all audit queries and implement audit recommendations. Advice end-users on implementation and effective...
management of purchasing and stores process procedures. Prepare management and other related reports. Perform other tasks as per Line Manager in case of departmental need. Provide leadership and guidance to team/sub-ordinate and conduct performance contract appraisals and further monitor staff growth and development. Manage the assistance to potential services providers with registration on the Central Supplier Database administrated by National Treasury.

ENQUIRIES : Mr Caiphus Nkuna/ Andy Ndaba, Tel (011) 3554654/4227

POST 05/252 : SENIOR PROVISIONING ADMINISTRATIVE OFFICER: SOURCING AND SUPPLIER DEVELOPMENT – REFS/ 002433
Directorate: Supply Chain Management

SALARY : R281 418. (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Supply Chain Management/ Logistics/ Purchasing/ Public Finance/ Public Administration or equivalent qualification, coupled with a minimum of 2-3 years’ experience in Supply Chain Management. Competencies: Sound knowledge of Supply Chain Management legislation such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practices Notes, Circulars and Supply Chain Management delegations; computer literate in Ms Office packages i.e. Ms Word, Excel and PowerPoint, excellent numerical skills, analytic, planning, monitoring, problem solving and be exposed to tender management environment. Excellent communication and negotiation skills. Knowledge of SAP. Able to meet tight deadlines and or work under pressure and teamwork oriented. A valid driver’s license is essential.

DUTIES : Implement and maintain sound SCM practices with regards to demand and acquisitions management process. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhere to. Assist with development and coordination of procurement plans by the end-users. Provide guidance to clients on tender management processes and procedures Coordinate and communicate tender management activities. Support lines functions to meet their deadlines. Compile monthly, quarterly and annual reports in respect of commitment and accruals. Track internal and external documents in respect of tender management process. Coordinate all activities in respect of development of specification and or terms of reference. Render secretariat services to bid committees. Render contract management services within the department. Attend to internal and external clients queries and liaise with stakeholders. Attend to all audit queries and implement audit recommendations. Manage the proposal process for multiple-proposals to stay on schedule and present them to management for review prior final publishing. Advice end-users on implementation progress regarding their projects submitted for execution and effective management of tender management procedures. Prepare monthly management reports and other related reports. Responsible for internal and external interfaces during tender management execution. Assist management team in identifying opportunities, optimizing processes, creating strategies and all other related task. Provide leadership and guidance to team/sub-ordinate and conduct performance contract appraisals and further monitor staff growth and development. Perform other tasks as per Line Manager in case of departmental need. Manage the assistance to potential services providers with registration on the Central Supplier Database administrated by National Treasury.

ENQUIRIES : Mr Caiphus Nkuna/ Andy Ndaba, Tel (011) 3554654/4227

DEPARTMENT OF HEALTH

It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

MANAGEMENT ECHELON

POST 05/253 : CEO & HEAD OF SCHOOL OF ORAL HEALTH SCIENCES, REF. NO.: CEO/HOSOHS/2018/01
(5-year fixed performance based contract)
Chief Directorate: Oral Health Services & Specialized Programmes
**SALARY**: R1 938 279 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs)

**CENTRE**: Pretoria Oral and Dental Health Centre

**REQUIREMENTS**: A BDS qualification as well as a higher/ further degree or specialist qualification, in Dentistry. Degrees should be registrable with the Health Professions Council of South Africa. A minimum of 3 years’ appropriate experience after registration as a Dental Specialist in a recognised specialty/sub-speciality, 7-10 years management experience in an academic setting would be advantageous the incumbent should have attained sufficient academic and professional standing to command respect of the members of the school and to be appointed to the Profession at of the University.

**DUTIES**: The Head of School will be responsible for providing academic vision and leadership required to enable the School to establish and maintain a position of excellence within the University and in the wider educational context. This will involve the management of all academic activities inclusive of teaching and research at undergraduate and postgraduate levels, student-related and administrative matters within the School, including human resources, financial management and general administration. The incumbent will also be fully responsible to the Gauteng Province for the provision of treatment to patients. The position offers the opportunity to develop every aspect of his/her professional career in an attractive environment of academic and clinical endeavour, with opportunities for collaboration with other dental and medical disciplines.

**ENQUIRIES**: Dr D. Pekane, Tel: 011 355 3409/3509 Prof T. De Jager, Tel: 012 319 2191/2

**APPLICATIONS**: The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.

**NOTE**: Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. NB: Applications are invited for a joint appointment as the CEO of Pretoria Oral and Dental Health Centre and Head of School for Oral Health Sciences: University of Pretoria. The Gauteng Department of Health and University of Pretoria’s Faculty of Health Sciences wishes to recruit an enthusiastic leader for the Clinical service provision at the UP Oral Health Sciences. The school offers a full dental service to the patients and training for students for the Bachelor of Dental Science degree, Bachelor of Dental Therapy and Oral Hygiene degrees as well as post-graduate dental qualifications. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.
CLOSING DATE : 16 February 2018
POST 05/254 : CHIEF EXECUTIVE OFFICER (REF. NO.:CEO/SBAH/2018/02)
(5-year fixed performance based contract)

SALARY : R1 370 973 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs
CENTRE REQUIREMENTS : Steve Biko Academic Hospital

Steve Biko Academic Hospital: An undergraduate qualification (NQF level 7 and a post graduate qualification NQF level 8 - as recognised by SAQA) in a health-related field Registration with the relevant professional council plus a degree or diploma in Health Management or a degree or Advanced Diploma in a management field At least 8-10 years’ management experience in the health sector at senior managerial level. Other Requirements: Experience as a Health Service Manager or significant experience in management in a health service environment Knowledge of relevant legislation such as the National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies Strategic capability and leadership Programme and project management skills Financial management skills Change management skills People management and empowerment Service delivery innovation Knowledge management Problem-solving and analysis skills Communication skills Client orientation and customer focus. A valid driver’s licence. JOB PURPOSE: Plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital, within the legal and regulatory framework. In addition, he/she will represent the hospital authoritatively at provincial and public forums, as well as provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

DUTIES : Clinical and Corporate Governance Oversee clinical governance to ensure high standards of patient care Establish community networks and report to the Hospital Board Be responsible for corporate governance, inclusive of infrastructure planning and maintenance as well as occupational health and safety Manage the institution’s risks to ensure optimal achievement of health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital Ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources Promote a safe and healthy work environment through compliance with relevant legislation, including occupational health and safety committees Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA Ensure that goods and services are procured in a cost-effective and timely manner.

ENQUIRIES APPLICATIONS : Dr LRR Lebethe, Tel. (011) 355-3384 The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg

NOTE : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.NB: 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
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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE : 16 February 2018

POST 05/255 : CHIEF DIRECTOR: BUDGET MANAGEMENT, REF. NO: CD: BM/2018/01
(5-year fixed performance based contract)

SALARY : R1 127 334 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s need)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF 7 - as recognised by SAQA) in Economics, Public Finance, Finance or Financial Management. A postgraduate qualification in the relevant field will be a strong recommendation. At least 5 years’ of applicable experience at Senior Management level. Strong managerial and administrative skills. Knowledge of and experience in accounting, asset and liability management. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison, writing and communication skills. Strategic leadership and co-ordination skills. High level ability to analyse and synthesize information and formulate policies and strategies. A good track record of managing strategic programmes/ projects. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Division of Revenue Act and RSA fiscal architecture. Willingness to work long hours and has the ability to function under pressure. A valid driver’s licence.

DUTIES : Develop strategies for optimal and sustainable budget management and accurate reporting by departmental institutions. Develop strategies for optimal and sustainable generation of own revenue. Develop policies to guide budget allocations. Sectoral analysis input into departmental budget forums and budgetary frameworks. Quality assurance and accuracy in formulating budgetary submissions and maintenance of budgetary database. Render effective strategic and technical support to all of the department’s institutions. Identification of efficiency gains and making appropriate recommendations to the CFO and HOD. Conducting economic valuations to determine the feasibility of proposed alternatives in order to ensure value for money. Development and implementation of appropriate monitoring and evaluating tools to measure financial performance. Presentations to legislature and other key stakeholders on the financial and economic performance of the department’s institutions.

ENQUIRIES : Dr M.E. Kenoshi, Tel No: (011) 355 3848

APPLICATIONS : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.

NOTE : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application
without proof of necessary document will be disqualified. NB: 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE: 16 February 2018

POST 05/256: MEDICAL SPECIALIST GRADE 1 SURGERY REF NR: SEB-MED-05

Directorate: Medical Specialist Surgery

SALARY: R991 857. per annum (All-inclusive package)

CENTRE: Sebokeng Hospital

REQUIREMENT:
A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Surgery. Proof of current registration with HPCSA as medical Specialist in Surgery. Registered as a Medical Specialist Grade 1 in Surgery. Management experience will be an added advantage.

DUTIES:
An in-depth knowledge of the functioning of Surgery department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision making skills. Management of designated areas of responsibility within the Surgery Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Surgery services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES: Dr Mashele OP Tel: 016 930 3301

APPLICATIONS: 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. Applications should be
send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. Online applications cannot be accommodated due to system challenges.

**NOTE**: People With Disabilities Are Encouraged To Apply. Successful Candidates Will Be Subjected To Medical Assessment.

**CLOSING DATE**: 16 February 2018

**POST 05/257**: MEDICAL SPECIALIST REF NO: HRM 08/2018
Directorate: Urology

**SALARY**: R991 857 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: HPCSA registration as an Urologist. Experience in academic involvement. Proven experience in teaching and research with relevant publications. Managerial competencies. Rendering of clinical services.

**DUTIES**: Patient care, research and academic programs in the department. Teaching of registrars, post and undergraduate students and provide academic and administrative leadership. Form part of the Urology department team in the hospital. Seeing patients and operation, conduct word rounds, competency in theatre. Willingness to super specialise will be a bonus.

**ENQUIRIES**: DR. EM Moshokoa (012) 354 1513

**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**: 16 February 2018

**POST 05/258**: CHIEF EXECUTIVE OFFICER
(5-year fixed performance based contract)

**SALARY**: R948 174 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)


**REQUIREMENTS**: Edenvale, Rahima Moosa M&C and Weskoppies Hospital: An undergraduate qualification (NQF 7 - as recognised by SAQA) in a health-related field Registration with the relevant professional council plus a degree or diploma in Health Management or a degree or Advanced Diploma in a management field. At least 5 years’ management experience in the health sector at Middle Management level Other Requirements: Experience as a Health Service Manager or significant experience in management in a health service environment Relevant experience in the field of Mental Health Services and a broad understanding of the Mental Health Care Act, no 17 of 2002, is a prerequisite for appointment to the position at Weskoppies Hospital. Knowledge of relevant legislation such as the National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies Strategic capability and leadership Programme and project management skills Financial management skills Change management skills People management and empowerment Service delivery innovation Knowledge management Problem-solving and analysis skills Communication skills Client orientation and customer focus. A valid driver’s licence. Job Purpose: Plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital, within the legal and regulatory framework. In addition, he/she will represent the hospital authoritatively at provincial and public forums, as well as provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

**DUTIES**: Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board. Be responsible for corporate governance, inclusive of infrastructure planning and maintenance as well as occupational health and safety. Manage the institution’s risks to ensure optimal achievement of health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to
ensure that it is in line with the 10-point plan, national, provincial, regional and
district plans. Financial Management: Maximise revenue through collection of
all income due to the hospital. Ensure that the hospital is managed within
budget in line with the PFMA and relevant guidelines. Ensure that adequate
policies, systems and procedures are in place to enable prudent management
of financial resources, planning of financial resource mobilisation, monitoring
and evaluation and asset and risk management. Facility Management: Ensure
business support and systems to promote optimal management of the
institution as well as optimal service delivery. Ensure that systems and
procedures are in place to ensure planning and timeous maintenance of
facilities and equipment. Human Resource Management: Develop, implement
and maintain human resource management policies and guidelines, systems
and procedures that will ensure effective and efficient utilisation of human
resources. Promote a safe and healthy work environment through compliance
with relevant legislation, including occupational health and safety committees.
Ensure continuous development and training of personnel and implement
monitoring and evaluation of performance. Procurement and Management of
Equipment and Supplies: Implement a procurement and provisioning system
that is fair, transparent, competitive and cost-effective in terms of provincial
degraded authority and in line with the PFMA. Ensure that goods and services
are procured in a cost-effective and timely manner.

ENQUIRIES:
Dr LRR Lebethe, Tel. (011) 355-3384

APPLICATIONS:
The Recruitment and Selection Section, Gauteng Department of Health,
Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme
Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.

NOTE:
Attach certified copies of your qualifications, identity book copy or smartcard,
professional body and driver’s licence, curriculum vitae, and Z83. Application
without proof of necessary document will be disqualified. NB: 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
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 tool. The successful
candidate will be required to enter into an employment contract and sign an
annual performance agreement. All shortlisted candidates will be subjected to
personnel suitability checks and the successful candidate will have to undergo
full security vetting. All applicants are required to declare any conflict or
perceived conflict of interest. All applicants are required to disclose
membership of Boards and directorships that they may be associated with.
The successful candidate will have to annually disclose her or his financial
interests. Identified candidates will be subjected to a government specific
generic competency assessment as well as a technical practical exercise as
part of the selection process. A curriculum vitae with a detailed description of
duties and the names of two referees must accompany your application for
employment (Z83). It will be required of the successful candidate to undergo
an appropriate security clearance. An indication in this regard will facilitate the
processing of applications. Correspondence will be limited to shortlisted
candidates only. If you have not been contacted within three months after the
closing date of this advertisement, please accept that your application was
unsuccessful. It is the applicant’s responsibility to have foreign qualifications
evaluated by the South African Qualification Authority (SAQA). Short listed
candidates might be subjected to undergo a competency assessment. “The
Gauteng Department of Health supports the appointment of persons with
disabilities”.

CLOSING DATE: 16 February 2018

POST 05/259: DIRECTOR: LEADERSHIP MANAGEMENT AND SKILLS DEVELOPMENT,
REF. NO: D: LMSD/2018/01

SALARY: R948 174 per annum (all-inclusive remuneration package of which a portion
could be structured according to the individual’s needs)

CENTRE: Central Office, Johannesburg

REQUIREMENTS: An undergraduate qualification (NQF 7 - as recognised by SAQA) in the field of
Human Resource Development, Leadership Management and
Development in the Public Service. A postgraduate qualification in the relevant field will be a strong recommendation. At least 5 years’ of applicable experience at Senior Management level. Other skills: Education, training and development generally and Health Sector specific. Policy development, project management, planning, production, budgeting, risk assessment and contract negotiation. Budget and financial management skills. Business process re-engineering. Report and business writing skills. Research/ health information and computer/ IT skills. Excellent problem solving skills, conflict management and decision making skills. Advanced communication and co-ordination skills. Change management teaching and facilitating skills. Curriculum development and management. Succession planning and career development. Integrated people management skills. Interpersonal skills. Organised Labour management and the ability to consult. A valid driver’s licence.

**DUTIES:** Educate, train and develop targeted Senior, Middle and Emerging Managers in Leadership Management Skills Development, Knowledge Management, Innovation, Research and Development, occupation and specific skills development. Assess training and development needs, development of policy frameworks, implement, and monitor and evaluate HRD and Management/ Skills Development strategy and plan aligned to National, Province and Local Government priorities. Provide leadership, direction, supervision, mentoring and coaching to the team and related key stakeholders in budgeting/ financial management. Implement Skills Development Act and the National Skills Development Strategy aligned to sector priorities. Compliance to the relevant Legislation and policy mandates. Ensure compliance to key statutory, legislative and policy imperatives for information. Disseminate information widely. Develop effective and efficient feedback and reporting mechanisms and knowledge sharing through knowledge management. Turn around the GDoH’s service delivery priorities with appropriate levels of skills for appropriate levels of services in occupation/ profession specific training. Manage strategic alliances, partnerships, Service Level Agreements, Memoranda of Understanding and related relationships with key stakeholders, role-players and all employees we serve, including institutions of Higher Learning. Create Leadership Knowledge Research and Policy Development which draws on International, National, Provincial and Local Government Leadership/ Management skills best practice. Conduct and engage in Annual Strategic Planning and Operational Planning for the Directorate and develop a coherent framework. Develop an appropriate capability database of all Service Providers who will implant competency frameworks in this regard. Comply with the SMS, MMS and related competency frameworks and PMDS of all levels of GDoH employees in an attempt to provide a training, skills development and capacity building service. Audit competency profiles, gaps and interventions. Conduct research in the three spheres of Government placing emphasis on your key responsibility areas which should provide capacity to the Health Sector and transforming Health Care. Market and promote the interests of the Department and the Chief Directorate HRD & EWP. Contribute to teamwork and galvanise Leadership, Management Development, Skills Development, Knowledge Management, Innovation, Research and Policy Development opportunities between the team. Supervise, mentor and coach all staff in the Directorate. Develop and implement an appropriate mentorship and coaching programme, including a performance coaching system. Establish the GDoH HRD Information System and Knowledge Management Information System. Interpret and manage the alignment and skills development of the Public Service competency framework/ sector priorities.

**ENQUIRIES:** Dr S. Senabe, Tel No: 066 3075124

**APPLICATIONS:** The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg

**NOTE:** Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. NB: 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE :  16 February 2018
POST 05/260 :  DIRECTOR: MENTAL HEALTH SERVICES, REF. NO: D: MHS/2018/01
SALARY :  R948 174 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s needs
CENTRE REQUIREMENTS :  Central Office, Johannesburg
An undergraduate qualification (NQF 7 - as recognised by SAQA) in Mental Health. A postgraduate qualification in the relevant field will be a strong recommendation. At least 5 years’ of applicable experience at Senior Management level. Relevant experience in the field of Mental Health Services including the District Health Framework and NGO governance. A broad understanding of the Mental Health Care Act, no 17 of 2002. A good understanding of the Department’s strategic objectives, policies as well as budgetary and PFMA requirements. Strong managerial and administrative skills. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison, writing and communication skills. Willingness to work long hours and has the ability to function under pressure. A valid driver’s licence.
DUTIES :  Provide strategic leadership in provisioning of Mental Health Services and Substance Abuse. Overall management and supervision of services in the province to ensure provisioning of quality mental health care services that enhance prevention of mental illnesses and substance abuse. Promotion of mental health by ensuring early detection of mental illness and substance abuse. Treatment and rehabilitation of mental health care and substance abuse users within a multi-disciplinary approach. Promote mental wellbeing and quality of life. Reduce the incidence and prevalence of mental illness resulting from substance abuse, poverty, lifestyle, trauma, violence and psychosocial factors through prevention. Ensure improvement of early detection of mental illness at integrated primary health care services in order to minimize long-term effects. Improve care and treatment of users with minor and serious mental illness of all ages and at all levels of care in the district health system. Monitor improvement on rehabilitation of mental health care users of all ages and at all levels. Monitor and evaluate all health facilities, private facilities and licensed NGOs providing mental health services for quality of care, adjudication, compliance to statutory legislation and service level agreements. Support the Mental Health Review Boards to ensure implementation and adherence to the Mental Health Care Act, 2002. Ensure that Gauteng has a society in which persons of all ages, ethnicities and cultures who experience mental illness, receive high quality, culturally and linguistically competent and effective service from the mental health system. Improve quality of mental health services at all hospitals and strengthen promotion and prevention of mental health by increasing public awareness.
ENQUIRIES: Dr LRR Lebethe, Tel. (011) 355-3384
APPLICATIONS: The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.

NOTE: Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. NB 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE: 16 February 2018

OTHER POSTS

POST 05/261
DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT
Directorate: Pharmaceutical Services

SALARY: R920 703 per annum (all-inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

CENTRE: Medical Supplies Depot

REQUIREMENTS: A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

DUTIES: Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming
and non performing contracted suppliers. Work with the finance unit in analysing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advice the procurement unit to procure based on submitted estates.

ENQUIRIES : Mr. D Malele, Tel. (011) 628 9131
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 16 February 2018

POST 05/262 : DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT MANAGEMENT
Directorate: Pharmaceutical Services

SALARY : R920 703 per annum (all-inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

CENTRE : Medical Supplies Depot

REQUIREMENTS : A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

DUTIES : Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.

ENQUIRIES : Mr. D Malele, Tel. (011) 628 9131
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 16 February 2018

155
POST 05/263 : DEPUTY DIRECTOR RADIATION THERAPIST REFS 002410
Directorate: Radiation Therapy Department
Re-Advertisement

SALARY : R769 026. per annum (ALL –inclusive package).
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A minimum 3 years appropriate experience after registration with HPCSA in the Radiation Oncology (Therapy), plus 5 years appropriate experience in as a senior Radiation Therapist (Management) in a hospital environment. Must be currently registered with HPCSA as an Independent Radiation Therapist. Relevant experience in research and data analysis will serve as an advantage. Understanding of the relevant Acts prescripts and legislations. Relevant experience in HR and financial management. Prior management experience will be an added advantage. Demonstrate the ability to use health information for planning and management. The applicant must possess the ability to work under pressure. Ability to lead a team of therapists to implement strategy in daily operations to achieve outcomes set under difficult condition.

DUTIES : Give input into formulation and the review of national and provincial legislation and ensure the services including risk management. Monitor utilization of financial resources. Ensure comprehensive HR management and effective development of staff. Coordinate training of students. Coordinate and ensure the promotion & marketing of Radiation Oncology Services in the hospital and community.

ENQUIRIES : DR. O.I. Ubogu Tel: 011 488 3113
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za.

NOTE : This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 16 February 2018

POST 05/264 : MEDICAL OFFICER GRADE 1-3 REF NO: 002400
Directorate: General Surgery Unit

SALARY : Grade 1 R736 425 – R793 341 per annum (all-inclusive package);
Grade 2 R842 028 – R920 703 per annum (all-inclusive package);
Grade 3 R977 199 – R1 221 723 per annum (all-inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner, and proof of current registration with HPCSA. Medical Officer Grade 1: no experience. Medical Officer Grade 2: 5-years’ experience. Medical Officer Grade 3: 10-years’ experience.

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

ENQUIRIES : Prof. D. Montwedi, Tel. No: (012) 373-1005/4
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 16 February 2018

POST 05/265: MEDICAL OFFICER GRADE 1-3 REF NO: FERH01/MO2018
Directorate: Paediatrics

SALARY:
Grade 1: R736 425 – R793 341 per annum (all-inclusive package)
Grade 2: R842 028 – R920 703 per annum (all-inclusive package)
Grade 3: R977 199 – R1 221 723 per annum (all-inclusive package)

CENTRE:
Far East Rand Hospital

REQUIREMENTS:
MBchb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Experience in Paediatrics department and having a Diploma in child health will be an added advantage.

DUTIES:
The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medical ailments/conditions, medical and, HIV & TB patients. Supervising junior doctors (undergraduate’s students, interns and community service doctors). Willing to do commuted overtime.

ENQUIRIES:
Dr A. Mthunzi, Tel. No: 011 812 8546

APPLICATIONS:
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

NOTE: Applications must be submitted on Z83 form, CV, certified copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OH&S) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.

CLOSING DATE: 16 February 2018

POST 05/266: MEDICAL OFFICER GRADE 1-3 REF NO: FERH01/MO2018
Directorate: Family Medicine

SALARY:
Grade 1: R736 425 – R793 341 per annum (all-inclusive package)
Grade 2: R842 028 – R920 703 per annum (all-inclusive package)
Grade 3: R977 199 – R1 221 723 per annum (all-inclusive package)

CENTRE:
Far East Rand Hospital

REQUIREMENTS:
MBchb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner for at least Three (3). BLS, HCP, ATLS & PALS. A post graduate Diploma in Family medicine an added advantage.

DUTIES:
Provision of medical support in the OPD department & HIV Clinic. Provide medical support and treat patients in the OPD/HIV Clinic assist with in-service training of medical interns, community service doctors and Nursing personnel. Identify clinical gaps noted within the OPD/HIV Clinic department. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timely e.g. J88, Death certification and attendance of regular CME meetings. Reduce medical
litigation by exercising good clinical ethos. Implement and monitor adherence to NCS (National Core standards – norms & standards). Supervision and rendering of after-hours services in A&E department during the week and over the weekends. Participation in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time by the HOD (OPD/HIV Clinic).

**ENQUIRIES**
Dr A. Mthunzi, Tel. No: 011 812 8546

**APPLICATIONS**
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

**NOTE**
Applications must be submitted on Z83 form, CV, certified ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.

**CLOSING DATE**
16 February 2018

**POST 05/267**: CLINICAL PSYCHOLOGIST
Directorate: Allied

**SALARY**
Grade 1: R633 702– 703 314 all-inclusive package
Grade 2: R746 466– R828 474 all-inclusive package
Grade 3: R866 310– R1 020 462 all-inclusive package

**CENTRE**
Far East Rand Hospital

**REQUIREMENTS**
Post graduate qualification in Clinical Psychology. Independent registration with HPCSA as a Clinical Psychologist. Excellent computer skills and interpersonal skills. Ability to supervise/manage junior and community service staff. Ability to report on progress of patients to management. Ability to produce and interpret statistics on work load to the management. Ability to work within a multi-disciplinary team. Excellent communication skills

**DUTIES**
To provide, co-ordinate, manage and supervise Psychology service delivery efficiently in accordance with the prescribed competencies, whilst adhering QA standards. Perform administrative duties related to patient care.

**ENQUIRIES**
Mr S Gopal Tel no.011 812 8566/8406

**APPLICATIONS**
Applications must be submitted on Z83 form, CV, certified ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**
A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.

**CLOSING DATE**
16 February 2018

**POST 05/268**: PNB4 ASSISTANT MANAGER NURSING SPECIALTY (OBSTETRICS AND GYNAECOLOGY) REF NO: 002403
Directorate: Nursing Services

**SALARY**
R546 315 – R614 874 per annum (plus benefits)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery, community nursing and psychiatry. Diploma in nursing education and Nursing Administration will be an added advantage. Preference will be given to Operational Manager Specialty with Diploma in Nursing
Administration. A minimum of 10 years appropriate/recognisable experience after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in Advanced Midwifery. At least 3-years of the period referred to above must be appropriate/recognizable experience at management level in maternity as an Operational Manager. Proof of 2017/2018 SANC receipt. Proof of service record. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, Grievance Procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, proactiveness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail), drivers licence will be an added advantage.

**DUTIES**: Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources (Human Resources, Financial Resources and services). 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**: Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS** must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**: 16 February 2018

**POST 05/269**: PNB3 OPERATIONAL MANAGER SPECIALTY (ADULT ICU) REF NO: 002404

**Directorate**: Nursing Services

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Basic R425 qualification in nursing (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 a duration of 1 year, accredited with the SANC in ICU. Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years appropriate/recognisable experience in the specialty (ICU) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2017/2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage. Computer literacy and driver’s license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal
framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public service regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

**DUTIES**

Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adhers to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

**ENQUIRIES**

Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**

must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department

**CLOSING DATE**

16 February 2018

**POST 04/270**

PBN3 OPERATIONAL MANAGER SPECIALTY (ACCIDENT AND EMERGENCY) REF NO: 002432

Directorate: Nursing Services

**SALARY**

R499 953 – R562 698 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Basic R425 qualification in nursing (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 a duration of 1 year, accredited with the SANC in Trauma and Emergency Nursing Science. Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years appropriate/recognisable experience in the specialty (Trauma and Emergency/Casualty) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage and will be given a priority. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public service regulations and Labour Relations Act, etc. SKILLS REQUIRED: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under
management. Interpersonal skills including conflict management and counselling.

**DUTIES**
Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

**ENQUIRIES**
Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department

**CLOSING DATE**
16 February 2018

**POST 05/271**
**OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO:**
TDHS/ADV/01
Directorate: Tshwane District Health Services, Sub-District 2

**SALARY**
R499 553. per annum (plus benefits)

**CENTRE**
Mandisa Shiceka Clinic: Primary Health Care

**REQUIREMENTS**
Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 09 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognised experience after obtaining 1 year post-basic qualification in the relevant speciality. A valid driver’s license is a requirement. Other Skills Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.

**DUTIES**
Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences.
Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a network of professional relations in order to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 05/272
POST 05/273
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 05/273
**REQUIREMENTS**

Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 09 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognised experience after obtaining 1 year post-basic qualification in the relevant speciality. A valid driver’s license is a requirement. Other Skills Own discipline, knowledge of relevant legislation, regulations, and health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a network of professional relations in order to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.

**ENQUIRIES**

Mrs IN Sibulela – 0827804953 or Mrs V Moonsamy 012 451 9103

**APPLICATIONS**

Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or Post to Private bag x9514, Pretoria, 0001.

**NOTE**

Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy

**CLOSING DATE**

16 February 2018

**POST 05/274**

ASSISTANT MANAGER NURSING: AREA REF NO: REFS/002395

Directorate: Nursing Department

This is a re-advertisement of the Assistant Manager Nursing: Area Post. (Ref-000017). Candidates that applied for the post must re-apply.

**SALARY**

R499 953 (plus benefits)

**CENTRE**

Pretoria West Hospital

**REQUIREMENTS**

Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e. diploma/degree in Nursing as Professional Nurse. Diploma/degree in Nursing Management will be a requirement. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Experience in managing Casualty or OPD will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employer/s are compulsory.

**DUTIES**

Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources, monitor and ensure proper
utilization of financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates. Will be responsible to ensure implementation of national core standards.

**ENQUIRIES**
Ms HMM Strydom Tel: No: (012) 380 1206

**APPLICATIONS**
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

**NOTE**
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID. All qualifications will be verified. If any discrepancies found, Services will be terminated with immediate effect.

**CLOSING DATE**
16 February 2018

**POST 05/275**
PNAS OPERATIONAL MANAGER GENERAL (RE-ADVERTISEMENT) REF NO: 002405
Directorate: Nursing Services

**SALARY**
R394 665 – R444 195 per annum (plus benefits)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 7-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Diploma in Nursing Management and Education will be an added advantage, a priority will be given to professional nurses with Nursing Management/Administration. Current registration with the South African Nursing Council (SANC) 2018. Proof of service record certificate. Experience in inpatient management will be an added advantage and a priority. Computer literate (MS Excel, MS Outlook, MS Word, MS PowerPoint). Driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Adverse events management. Complaints management. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards.

**DUTIES**
Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES**
Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their
applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 16 February 2018

POST 05/276 : NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: HRM 06/2018

Directorate: Nuclear Medicine

SALARY : Grade 1 R351 516 per annum plus benefits
Grade 2 R414 069 per annum plus benefits
Grade 3 R487 752 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : B-tech/B.Rad (hons)/Diploma in Nuclear Medicine or equivalent tertiary qualifications. Registration and recent proof of payment with the HPSCA is mandatory.

DUTIES : Clinical service rendering and patient care. Participating in; organizing, planning, implementation of departmental policies/procedures and actively involved in CPD programs. Previous experience in nuclear Medicine including “hot laboratory” and PET/CT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.

ENQUIRIES : Ms N.G Mahlangu (012) 354 1684

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 : 16 February 2018

POST 05/277 : PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY (TRAUMA AND EMERGENCY) REF NO: 002407

Directorate: Nursing Services

SALARY : R340 431 – R394 665 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC as Trauma and Emergency specialty. A minimum of 4-years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Current (2017/2018) proof of registration with SANC. Computer literacy and driver’s license will be an added advantage. Ability to work independently and to take decisions. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Health Act. Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. SKILLS REQUIRED: Good communication skills; report writing skills; coordination skills; planning and organizational skills; problem solving skills; decision making skills; ability to function as part of a team.

DUTIES : Provision of optimal, holistic specialized nursing care with the set standards and within a professional/legal framework. Effective utilization of resources: Human, material and monitoring of the services. Participation in training and research. Provision of support to nursing services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Maintain professional growth/ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.
ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 16 February 2018

POST 05/278 : DIAGNOSTIC RADIOGRAPHER GRADE 1-3 (X2 POSTS) REF NO: 002408
Directorate: Radiography Unit

SALARY : Grade 1: R281 148 – R321 462 per annum (plus benefits); Grade 2: R331 179 – R378 687 per annum (plus benefits); Grade 3: R390 123 – R473 445 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12. Degree or Diploma in Diagnostic Radiography; Registered with Health Professions Council of South Africa; HPCSA proof of annual registration; Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience in Diagnostic Radiography after registering with HPCSA as a Diagnostic Radiographer; Sound interpersonal and communication skills.

DUTIES : Undertake radiographic procedures in accordance with prescribed radiation control and medico legal requirements; provision of: general diagnostic radiography, special examinations, i.e. GIT, IVP, Cystogram, Myelogram, etc.; Theatre radiography service and emergency radiography service in different units. Assist trainee Radiographers to develop radiographic and other relevant skills; Participate in departmental radiographic policy making and planning for service delivery improvement. Provide 24-hour Radiography service.

ENQUIRIES : Ms. R. Mashubuku, Tel No: (012) 318-6658
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 16 February 2018
POST 05/279: HUMAN RESOURCES SUPERVISOR LEVEL 7 REF NO: 002409
Directorate: Human Resource Administration (Personnel Administration and Salaries)

SALARY: R226 611 – R266 943 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Minimum National Diploma in Human Resource Management with 5 years’ experience or Matric/Grade 12 with 10 years’ experience in Human Resource Administration with extensive exposure in Personnel Administration and Salary administration. Persal Personnel Administration and Persal Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.

DUTIES: Adhere; implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation. Adherence to deliverology; audit files and record keeping including filing. Submission of weekly; monthly; quarterly and annual Reports; attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries.

ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 16 February 2018

POST 05/280: LABOUR RELATIONS OFFICER (REF: HRM 04/2018)
Directorate: Human Resource

SALARY: R226 611. Per Annum (Plus Benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: National Diploma/Degree in Human Resource/ Labour Relation with 3 years’ experience or Grade 12 with 5 years’ experience in Labour Relations. Must have knowledge of relevant legislations such PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service Regulatory framework relating to HRM and Labour Relations. Experience in handling grievances procedures. A valid driver’s licence will be an advantage. Be computer literate. Good communication skills (verbal and non-verbal, report writing skills, negotiation skills, mediation skills, problem solving skills) and ability to work under pressure.

DUTIES: Initiate and promote training in Labour Relations for Staff. Monitor and evaluate compliance with collective agreement, policies and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations and progressive discipline. Manage disciplinary cases and compile database. Manage strikers and dispute
resolutions, monitoring progress of Employee Wellness Programme (EAP), Employment Equity Act (EEA) and employee wellness. Maintain the existence of communication structures in the Hospital. Provide information / advice/ Support to Top Management. Ensure that the statistics is submitted timeously to relevant offices. Be part of Quality Assurance team.

ENQUIRIES: Ms JD Mojelele Tel No (016) 428-7191
APPLICATIONS: must be submitted to: The HR Office Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag X031, Vereeniging, 1930. People with disabilities are encouraged to apply.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within Three months please consider your application unsuccessful. Medical surveillance will be conducted to Successful candidates.

CLOSING DATE: 16 February 2018

POST 05/281:

ADMINISTRATION OFFICER REF NO: TDHS/ADV/04
Directorate: Facilities Management Unit

SALARY: R226 611.
CENTRE: Tshwane District Health Services
REQUIREMENTS: Grade 12 Certificate with more than 10 years applicable experience. A Tertiary qualification in Public Administration /Facilities Management or relevant field with five years’ experience in Facilities Management environment. Training in Project Management. Good understanding of SCM and Finance processes relating to FMU and GDID. Good office coordination skills including filing. Computer literacy. Training on OHS Act. Valid driver’s Licence. Other Skills: Good verbal and written communication skills. Planning and organising skills. Provide effective office administration in terms of controlling typed written communication and correspondence. Knowledge of other technical fields, report writing, Health Infrastructure including general machinery and equipment knowledge. Good customer care attitude and skills.

DUTIES: Responsible for administration support function of FMU District Office. Communicate constantly with Department of Infrastructure Development Regions with regards to building/electrical/mechanical/structural maintenance defects. Co-ordinate office building repairs by GDID and Contractor appointed by Landlord or Artisan delegated by Landlord. Compile and keep monthly record of all defects reported, completed and assigned to GDID –Chief Artisan and Control Works Inspectors. Assist area Managers and PHC Facility Managers to capture and update electronic data on a daily basis. Compile meeting minutes and official documents as required. Responsible for ensuring that all defects or minor new works requests from the end-users are loaded on the Gauteng Department of Infrastructure Development (GDID) e-maintenance system. Responsible for internal and external communication and information in the FMU District Office. Ensure sorting, forwarding and screening of telephone, fax, correspondence and documentation in the FMU. Implement and monitor physical parking in all Health Facilities including Office Buildings.

ENQUIRIES: Petros Khwela 012 451 9199
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to Private bag x9514, Pretoria
NOTE: applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy
CLOSING DATE: 16 February 2018

POST 05/282:

FOOD SERVICE MANAGER LEVEL 7 (1 POST) REF NO: REFS/002406
Directorate: Food Service Department
This is a re-advertisement of the Food Service Manager post. (Ref- 002277). Candidates that applied for the post must re-apply

SALARY: R226 611 (min) ─ R 266 943 (max) per annum (plus benefits)
CENTRE: Pretoria West Hospital
REQUIREMENTS: National Diploma in Food Service Management (HET level) or a B-Tech Degree in Food Service Management / Food and Beverage Management. Candidates must have at least 5 years’ experience in food Service Management in a hospital environment. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and
written communication and Analytical for report writing. Must have a specialized knowledge of food, products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

**DUTIES**

Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff.

**ENQUIRIES**

Ms MM Makatu Tel no: (012) 380 1294

**APPLICATIONS**

Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE**

Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

**CLOSING DATE**

16 February 2018

**POST 05/283**

FINANCIAL CONTROLLER (REVENUE) REF NO: HRM 07/2018

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

Grade 12 Certificate and National Diploma/Degree in financial Management/Accounting or equivalent qualifications: A minimum 3 years’ experience in revenue. Must be computer literate (Microsoft Word, Excel, PowerPoint and outlook) and knowledge of; Prescripts and Regulations of Debt Management, Treasury Regulations, PFMA, DORA, BAS and MEDICOM and Revenue policies Other Skills: Customer service, experience in client liaison and telephone etiquette as well as excellent communication skills verbally and writing

**DUTIES**

Supervision of revenue section. Ensuring the optimal generation of revenue, to manage and organize the activities of tracing clerks, ensure writing-off of untraceable debts are done on time. Compilation of Annexure on a monthly basis as well as reconciliation of MEDICOM/BAS IRE, number 2 account. Experience in the flow of the main cashier. Experience in the correct billing of patients on the Medicom /system with Special emphasis to the Road Accident Fund patients as well as Workmen’s Compensation and other government entities.

**ENQUIRIES**

Ms N Mampane (012) 354 3747

**APPLICATIONS**

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

**CLOSING DATE**

16 February 2018

**POST 05/284**

STAFF NURSES GRADE 1-3 (X2 POSTS) REF NO: 002411

**SALARY**

Grade 1: R150 819 – R169 737 per annum (plus benefits)
Grade 2: R180 075 – R202 674 per annum (plus benefits)
**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Grade 12, plus 2-years Staff Nurse Certificate that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council. Proof of 2017/2018 SANC receipt. SN1 Grade 1: no experience required; SN2 Grade 2: Minimum 10-years appropriate / recognizable experience after registration with SANC as a Staff Nurse; SN3 Grade 3: Minimum 20-years appropriate / recognizable experience after registration with SANC as a Staff Nurse. Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Batho Pele Principles, Patients’ Rights Charter and Responsibilities, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills Required: Good communication skills. Ability to function as part of a team. Good interpersonal skills. Team player, initiative, cooperation, responsiveness, pro-activeness and flexibility.

**DUTIES**

**ENQUIRIES**
Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

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

**CLOSING DATE**
16 February 2018

**POST 05/285**
CLEANERS LEVEL 2 (X10 POSTS) REF NO: 002413

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Grade 10 and above. 1-year proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital/clinical cleaning experience will be an advantage. Service certificate must be attached as proof of employment in cleaning from the company stated on the CV. EPWP contract must be attached as proof of being in the programme.

**DUTIES**
Cleaning service of a routine nature utilizing a variety of heavy duty cleaning equipments. Cleaning of clinical and non-clinical areas in the hospital. Terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, doorframes and handles. Cleaning bathrooms and toilets. Removal of general waste in designated areas. Perform any other cleaning activities as directed by team leader/supervisor. Cope with physical demands of the work, individually or in a team. Be prepared to be rotated to different areas in the hospital, shift work including public holidays and weekends.

**ENQUIRIES**
Ms. A.T. Mathonsi, Tel No: (012) 318-6634

**APPLICATIONS**
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 16 February 2018

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: Private Bag x 61 Marshalltown, 2107 or submit at Office of the Premier, 30 Simmonds Street, Johannesburg 2001 or by mail to. Email: Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za. No late applications will be considered.

CLOSING DATE: 16 February 2018

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), 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 (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 05/286: HEAD OF DEPARTMENT: HEALTH REF NO: REFS/002435

SALARY: All-inclusive remuneration package of R1 782 687 - R 2 008 200 (SMS Grade D). In addition, the incumbent qualifies for a 10% non-pensionable allowance applicable to Heads of Department

CENTRE: Johannesburg

REQUIREMENTS: A 3- 4 years Bachelor’s Degree in the Health sector and a post graduate qualification in Public Management or Business Administration or equivalent. A minimum of 10 years’ experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of the following: Legislation governing the Health sector in order to give sound advice and leadership. Management experience gained in a large
organization with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy developments at national, provincial and local level. Demonstrable experience in management at an executive level. Strategic leadership, change management, financial management as well as project and programme management are a pre-requisite. Capabilities should include service delivery innovation, compliance with the Public Service Act and Regulations, Legislation and Regulations governing Health issues, Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Competence in one or more of the official South African languages will be an added advantage.

**DUTIES**

Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA; providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. The successful candidate will be directly accountable to the Member of the Executive Council for the realisation of the Ten Pillar Programme of Radical Transformation, Modernisation and Re-industrialisation including the intergovernmental Programme of Action. The successful candidate will work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and making a contribution to the broader strategic environment of Gauteng. Furthermore, the successful candidate will work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng.

Specific areas of focus include the following: Responsible for the overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the NSDA, National and Provincial Government Strategic Objectives. Coordinate and manage the diverse responsibilities and relationships of the Department with internal and external stakeholders and give strategic leadership that will contribute to the promotion of Health services to the people of Gauteng. Facilitate, promote and implement a Health Service Delivery Model that will reduce the burden of disease within the province. Responsible for the overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordinate and manage the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provide strategic leadership that will contribute to the effective management of health services in the province and facilitate the development and implement an Integrated Health Service Delivery Model for Gauteng Health.

**NOTE**

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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.

Qualifications will be verified (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority—SAQA).

**CLOSING DATE**

16 February 2018
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

CLOSING DATE: 16 February 2017

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

OTHER POSTS

POST 05/287: PROGRAMME MANAGER: CARE AND SERVICES TO OLDER PERSONS

REF NO: SD/2018/02/02

SALARY: R712 827-R 986 730 per annum (within the OSD Framework)

CENTRE: Head Office


DUTIES: Facilitate and manage the provision of Older Persons services, develop provincial policies, practice guidelines and programmes for Older Persons. Ensure the effective implementation and monitoring adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Facilitate registration and maintain database of institutions providing care and support to Older Persons. Provide supervision to policy developers. Perform the administrative functions required in the unit.

ENQUIRIES: Ms Evelyn Choshi Tel: (011) 355 7700

POST 05/288: PROGRAMME MANAGER: SPECIAL NEEDS AND SERVICES TO FAMILIES

REF NO: SD/2018/02/01

SALARY: R712 827-R 986 730 per annum (within the OSD Framework)

CENTRE: Head Office

**DUTIES**

Facilitate and manage the provision of care and support to family care services, develop provincial policies, practice guidelines and programmes for families. Ensure the effective implementation and monitoring adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Maintain database of institutions providing care and support to families. Facilitate Research and development. Provide supervision to Policy Developers. Perform the administrative functions required in the unit.

**ENQUIRIES**

Ms Evelyn Choshi Tel: (011) 355 7700

**POST 05/289**

**ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO:** SD/2018/02/03

**SALARY**

R226 611 per annum plus benefits

**CENTRE**

Johannesburg Head Office

**REQUIREMENTS**

A three year National Diploma/ Bachelor’s Degree in Monitoring and Evaluation and related fields with 1 year experience in Performance Monitoring and Evaluation environment or Grade 12 with 10 years’ experience in Performance Monitoring and Evaluation environment. A valid driver’s licence will be an added advantage. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Office Administration, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.

**DUTIES**

Review and assist in the development, implementation and maintenance of M & E policies, processes and guidelines for Departmental entities. Capacitate Regions to reduce discrepancies of evidence before it is rejected during the verification process. Test NPO compliance against the Department records management guidelines. Develop verification templates for Department data validation process. Compile monthly analysis on POA and quarterly verification analysis. Attend and provide inputs in all meetings, workshops, and capacity building and information dissemination sessions. Assist in the analysis and refinement of all the indicators tracking performance and all service areas before the finalization of the APP in January of each financial year. Assist in conducting capacity building, workshops and sessions with the Regions, Institutions and Head Office. Filling of Directorate documents i.e. reports, NPOs schedules and registers.

**ENQUIRIES**

Ms B Khutsoane Tel no: (011) 355 7805

**POST 05/290**

**ADMINISTRATIVE OFFICER (POLICY COORDINATION) REF NO:** SD/2018/02/04

**SALARY**

R226 611 per annum plus benefits

**CENTRE**

Johannesburg Head Office

**REQUIREMENTS**

A Degree in the field of Public Policy with 2 - 3 years’ experience in policy and research environment in the Public Service. A valid driver’s licence. Skills and Competencies: Good communication, writing, interpersonal and Supervision skills. Must be self – driven, innovative and creative.

**DUTIES**

Provide assistance in the analysis of existing policies and compile a policy analysis report. Provide expect policy development advice to programme managers and other key role players. Assist in design of draft policies in terms of policy development systems, procedures and processes. Disseminate revised and newly developed policies to staff and managers on the implementation of approved policies. Monitor and evaluate approved policies based on the correct and effective implementation and identity gaps and errors in the implementation of policies. Review and analyse policy gaps identified during implementation phase. Conduct policy review session and submit proposed policy amendments for consultation and approval process.

**ENQUIRIES**

Moses Mbedana Tel no: (011) 355 0139
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
23 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( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 05/291
DEPUTY DIRECTOR – FINANCIAL ACCOUNTING
Chief Directorate: Provincial Accounting Services

SALARY
R779 295. per annum (All-inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
A relevant three year tertiary qualification e.g. Bachelor’s Degree or National Diploma in Accounting. 3 - 5 years relevant financial accounting experience of which 3 - 5 years must be at ASD/Supervisory level. Experience in the preparation of consolidated financial statements, review and feedback of individual financial statements of clients as well as provision of technical accounting support to clients. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standard and GRAP as well as the Public Finance Management Act and Treasury Regulations. Knowledge of BAS and SAP. An individual who is self-motivated with leadership and people management skills. Ability to build and manage relationships with key stakeholders.

DUTIES
The incumbent will be responsible for the preparation of the Departmental and Entities Consolidated Annual Financial Statements. Ensure that an audit action plan is compiled and monitored for the audit results on the Consolidated Financial Statements. Review and feedback on the quarterly and annual Provincial Revenue Fund financial statements. Assist the Provincial Legislature with the conversion of their annual financial statements from the GRAP to the Modified Cash basis of Accounting. Review and feedback to GPG departments and entities on their quarterly and annual financial statements, Review and feedback to GPG departments and entities on their monthly financial statements disclosures. Provide proactive assistance and hands-on support to all GPG departments and entities in ensuring that all recommendations from the various financial statement reviews are adequately
implemented. Monitor the progress and report on implementation of audit recommendations from the Office of the Auditor-General SA for all GPG departments and entities. Attend audit steering committees and assist client departments and entities in addressing audit queries from the AGSA. Communicate and assist client departments and entities with implementation of new accounting reforms and standards. Conduct physical one-on-one engagements with client departments and entities and ensure that all financial accounting related challenges are being adequately addressed.

ENQUIRIES: Ms B Mtshizana Tel no: 011 227 9000
ANNEXURE X

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

NOTE: an application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website – www.kznhealth.gov.za. Certified copies of Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 01/2018. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Please note that due to financial constrains no S&T claims will be considered for payments to candidates that are invited for the interview.

OTHER POSTS

POST 05/292: MEDICAL OFFICER GRADE 1/2 REF NO: HRM 07/2018 – 03 POSTS
DIRECTORATE: DEPT. OF ANAESTHETICS

SALARY: Grade 1: R736 425. – R 793 341. per.annum. (All-inclusive salary package) none to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner
Grade 2: R842 028. – R 920 703. (All-inclusive package) 5 years to less than 10 years’ experience after registration with the HPCSA as an Independent Medical Practitioner

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Recommendation: Diploma in Anaesthesia PLUS 4 years’ experience in Anaesthesia at a recognized DA training facility OR completion of 4 registrars time in Anaesthesia and registered for M.Med Anaesthetics and not yet registrable as a specialist (ie. Suitable for end of time registrars) Knowledge, Skills, Training And Competencies Required: Participation in the after-hours call system is essential, sound knowledge and skills associated with the practice of Anaesthetics, ability to diagnose and manage common medical problems including emergencies, demonstrate the ability to work as part of a multidisciplinary team, knowledge of current Health Legislation and policies at Public Institutions

DUTIES: Key performance areas: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients, the incumbent will be expected to rotate through S-block (multidisciplinary anesthesia services), O-block (obstetric) and ICU complexes at King Edward VIII hospital, to perform appropriate pre-operative examination and optimization of patients for planned surgery, to provide safe and appropriate anesthesia during surgery, to participate in post-operative care of patients, Anaesthetists must be prepared for early starts to the working day and potentially late unpredictable finishes to the normal working day, the nature of anesthesia means that frequent weekend shifts are required inside the commuted overtime package, participate in relevant training programs, maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care, undertake continuing medical education and professional development and study professional literature eg. Medical journals, to identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures, to participate in audit and quality control programs and research

177
to improve the standard of patient care, to participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations, to participate in Outreach services in the drainage area of King Edward VIII Hospital as appropriate to their grade of qualification and experience, to maintain a logbook of clinical duties

ENQUIRIES: Dr. L. Cronje - 031 360 3424
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
CLOSING DATE: 16 February 2018
POST 05/293: OPERATIONAL MANAGER: SPECIALITY: GRADE 1: REF NO: HRM 14/2018: 01 POST
Directorate: Paediatrics

SALARY: Grade. 1: R499 953. – R562 698. per annum Minimum of 9 years appropriate/recognizable experience as a Professional nurse, at least 5 years of the period referred to must be experience after obtaining the one year post basic qualification in the Specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
CENTRE: King Edward VIII Hospital
REQUIREMENTS: Senior certificate(Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Paediatric Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Paediatrics, proof of previous and current experience (certificate of service) and stamped by HR must be attached
KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED: Knowledge of nursing care processes and procedures, knowledge of nursing statutes and relevant legal framework, operational management, co-ordination, networking liaison skills, good communication, interpersonal relations, problem solving, conflict management skills, planning, organizing, report writing skills, people management and financial management skills
DUTIES: Key Performance Areas: Supervising and ensure the provision of an effective efficient quality patient care, co-ordination of optimal holistic specialized nursing care provided within set standards and a professional/legal framework, manage effectively the utilization and supervision of human, financial, physical and material resources and services, provision of effective support to nursing services, co-ordination of the provision of effective training research, maintain professional growth/ethical standards and self-development, to relieve with duties of the supervisor, to partake in overall specialized unit function, team building, participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures, maintain constructive working relationships with nursing and other stakeholders ie. Inter-professional and inter-sectorial and multi-disciplinary team work, complete patient related data, co-ordination of national core standards and projects within the department
ENQUIRIES: Mrs. B.B. Khoza – 031 360 3026
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013
CLOSING DATE: 16 February 2018
POST 05/294: CHIEF DIAGNOSTIC RADIOGRAPHER GR1: REF NUMBER GS 2/18
Component – Radiography
SALARY: Grade 1 – R414 069. – R459 558. Per Annum Other Benefits: 13th Cheque, Medical Aid (Optional), Home owner Allowance, Employee Must Meet Prescribed Requirements
CENTRE: Greys Hospital, Pietermaritzburg
REQUIREMENTS: National Diploma / Degree in Diagnostic Radiography Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a radiographer. Certified copy of current registration as a Radiographer (Independent Practice) with Health Professions Council of South Africa
(HPCSA) for 2017/2018. Minimum of three years’ experience working in a
computerized radiography department (working in a PACS/RIS environment)
after registration with HPCSA as a diagnostic Radiographer (Independent
Practice). Certificates Of Service To Be Attached As Proof Of Experience
Recommendations: Work experience in a specialized field e.g. Mammography,
CT, MRI, Cath Lab Knowledge, Skills and Experience: Expert knowledge of
specialized equipment and radiography procedures, including multi slice CT
and PACS/RIS applications. Good communication, interpersonal relations and
problem solving skills. Knowledge of radiation control regulations and health
and safety policies. Basic supervisory skills. Computer Literacy

DUTIES

Key Performance Areas: Provide high quality diagnostic radiography service.
Observe safe radiation protection standards and ensure health and safety
rules and regulations are adhered to be actively involved in the Radiation
Control Directorate Quality Assurance programme. Participate in a 24 hour
roster system which includes nights, weekends, Public Holidays and standby
duties. Working knowledge and experience of EPMDS and be responsible for
the EPMDS of staff members as allocated. Provide assistance, supervision
and training to junior staff and student radiographers. Promote good health
practices and ensure optimal care of the patient. Participate in quality
improvement programmes, policy making, in-service training and National
Core Standards. Perform reception and administrative duties as required.

ENQUIRIES

Mrs. Wood: Telephone No: 033-897 3208

APPLICATIONS

Applications to be forwarded to: The Human Resources Department, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION

Mrs. M. Chandulal

NOTE

Directions To Candidates: The following documents must be submitted: a)
Application for employment form (Z83) which is obtainable at any Government
Department OR website b) Certified copies of highest educational
qualifications and professional registration certificate- not copies of certified
copies. c) Curriculum Vitae and certified ID copy. NB: Failure to comply with
the above instructions will disqualify applicants. 2. The circular minute number
/ reference must be indicated in the column provided on the form Z83 e.g GS
2/18. Please note due to large numbers of applications we envisage to receive,
applicants will not be acknowledged. Communication will only be entered into
with candidates that have been short-listed. If you have not heard from us two
months after the closing date, please consider your application as being
unsuccessful. The appointment is subject to positive outcome obtained from
checks (security clearance, credit records, qualifications, citizenship and
previous employment verifications and verification from the Company
Intellectual Property (CIPC

CLOSING DATE

16th February 2018

POST 05/295

PROFESSIONAL NURSE SPECIALTY GRADE 1& 2: REF
NO.:HRM13/2018-02 POSTS

Directorate: Department Of Trauma

African male and people with disability are encouraged to apply

SALARY

Grade 1: R 340 431. – R 394 665. per annum Experience: A minimum of 4
years appropriate/recognizable experience in nursing after registration as
professional nurse with SANC in general nurse. Plus one year post basic
qualification in Trauma specialty.

Grade 2: R 418 701. – R 514 962. per annum. Experience Minimum of 14
years appropriate/recognizable experience in Nursing after registration as
professional nurse with SANC in general nursing, of which 10 years must be
appropriate/recognizable experience in the Trauma specialty.

CENTRE

King Edward VIII Hospital (KEH)

REQUIREMENTS

Matric/Senior Certificate or equivalent qualification. Degree / Diploma in
General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty
Nurse. One year Post Basic registration Degree/Diploma in Trauma plus 4
years appropriate / recognizable registration experience as a General Nurse.
Proof of current registration with SANC. Certificate of service endorsed by HR
as a proof of experience. Knowledge, Skills, Training and Competencies
Required: Knowledge of nursing care processes and procedures, nursing
statutes, and other relevant legal framework. Good communication skills-
verbal and written. Co-ordination and liaison skills. Problem solving skills

DUTIES

Assist in planning/organizing and monitoring of objectives of the specialized
unit. Provide a therapeutic environment for staff, patients and public. Provide
provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in Trauma Unit. Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/ trauma patient for close monitoring. To lead in resuscitation of critical patients. To be well versed with labour relations procedures. To be well versed with disaster management procedures. To implement national core standards and formulate quality improvement plans and projects to improve quality of care. To be knowledgeable about management of risks in a trauma unit and forensic nursing.

ENQUIRIES

APPLICATIONS

CLOSING DATE

POST 05/296

PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2: REF NO.:HRM12/2018-11 POSTS

Directorate: Department of ICU (7 Posts) and Nephrology (04 Posts)

African male and people with disability are encouraged to apply

SALARY

Grade 1): R 340 431. – R 394 665. per annum Experience A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse. Plus one year post basic qualification in ICU or Nephrology specialty.

Grade 2: R 418 701. – R 514 962. per annum. Experience A Minimum of 14 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience in the ICU or Nephrology specialty.

CENTRE

Requirements


DUTIES

Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the

180
supervisor and act as junior shift leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous veno venous hemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a pediatric ventilated/ high care patient in ICU for close monitoring. Maintain professional growth/ethical standard and self-development. Hemodialysis of patients within the facility (King Edward viii Hospital).

**ENQUIRIES**: Mr. BB Khoza (031) 360 3026

**APPLICATIONS**: Hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013

**CLOSING DATE**: 16.February.2018

**POST 05/297**: PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 14/2018: 02 POSTS

**Directorate: Theatre**

**SALARY**: Grade. 1: R340 431. – R 394 665. per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Grade.2: R418 701. – R 514 962. per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**: King Edward VIII Hospital

**REQUIREMENTS**: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC, Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills

**DUTIES**: Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources.

**ENQUIRIES**: Mr. B.B. Khoza – 031 360 3026

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

**CLOSING DATE**: 16 February 2018
POST 05/298 : CLINICAL TECHNOLOGIST (CARDIOLOGY/ECHO) GRADE 1/2 REF NO: HRM 15/2018 – 01 POST
Directorate: Dept. of Anaesthetics
People with Disabilities are encouraged to apply

SALARY : Grade 1: R281 148. – R 321 462. per annum. Plus benefits Medical Aid, Housing Allowance, service bonus
No experience after registration with the HPCSA as a clinical technologist
Grade 2: R331 179. – R 378 687. per annum plus benefits Medical Aid, Housing allowance, service bonus 10 years’ experience after registration with the HPCSA as a clinical technologist

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : Diploma in Clinical Technology (Cardiology), current registration with the HPCSA as a Clinical Technologist (Cardiology) for (2017/2018)
Knowledge, Skills, Training And Competencies Required: Thorough knowledge of biomedical apparatus required for duties, candidate must have worked in adult and paediatric units during training, must have good communication skills (verbal and written), she/He must have the ability to work independently and in a team context and also be able to trouble-shoot problem solve medical equipment under pressure

DUTIES : Key Performance Areas: Provide efficient service in Main and Obstetric Theatre complex, ICU and perioperative services including High care areas and other critical domains as required by line-managers, attend ward rounds and meetings in allocated departments, perform procedures such as echocardiography, FATE and FAST scans, 12 lead ECG, provide 24 hour standby service (required to work after hours, weekends and public holidays), participate in the departmental outreach program, academic activities and journal club, support department research, audit and quality improvement projects, support ECHO/FATE workshops and medical staff training, maintenance of equipment

ENQUIRIES : Dr. L. Cronje - 031 360 3610
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
CLOSING DATE : 16 February 2018
ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

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

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Gadifele Noge.

CLOSING DATE: 16 February 2018 at 15H30

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

MANAGEMENT ECHELON

POST 05/299  DIRECTOR: OPERATOR LICENSE AND PERMITS REF NO: 70/2017/18
Chief Directorate: Transport Regulations
Directorate: Operator License and Permits
NB: This is a re-advertisement, candidates who previously applied may not re-apply.

SALARY: R948 174. per annum (SL 13) The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.

CENTRE: Head Office- Mahikeng

circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.

**DUTIES**

Monitor compliance on operating licence conditions. Ensure proper administration support services to licensing processes and committees including Provincial Regulatory Entity. Manage public transport related conflict in the Province. Ensure proper coordination of issuing of operator License and Permits in line with applicable Provincial and Municipal Transport Plans. Oversee the proper functioning of Provincial Regulatory Entity in line with the National Land Transport Act. Manage all resources of the Directorate and provide effective guidance on implementation of government policies and regulations. Oversee the proper implementation of National Transport Policy and Land Transport Acts. Provide Strategic Leadership.

**ENQUIRIES**

Mr. M. Morule, Tel Nr. 018 381 9104

**OFFICE OF THE PREMIER**

**APPLICATIONS**

Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

**CLOSING DATE**

16 February 2017

**NOTE**

The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

**OTHER POST**

**POST 05/300**

**ASSISTANT DIRECTOR REF NO: NWOOP 03/18/02**

**SALARY**

R334 545. per annum. Level 09

**CENTRE**

Mahikeng

**REQUIREMENTS**

A Degree or National Diploma in Statistics / Social Sciences or Public Administration and/ or equivalent qualifications (NQF Level and Credits) 3-5 years relevant work experience of which 3 years must on a supervisory level General managerial and administration experience (related to tasks of Monitoring and Evaluation) Knowledge: Good general knowledge and interest in current and government affairs Skills: Must be well versed in all aspects related to quantitative data analysis techniques and interpretation Proficiency in MS programmes and data analysis packages (i.e. SPSS) Ability to liaise with stakeholders Proficiency in both presentation and report writing Ability to work independently without direct supervision as well as in a team Must be able to work under pressure.

**DUTIES**

Coordinate Presidential Hotline and the NW Provincial Call Centre Collect and collate statistical data to inform management decisions Analyse performance of the Provincial Call centre and Presidential Hotline Produce monthly and quarterly reports Communicate findings to relevant stakeholders Facilitate the updating of the service delivery needs database Facilitate referral of identified service delivery needs to relevant Stakeholders MS Excel programme for quantitative data analysis Provide assistance in general managerial tasks to ensure optimal resource management in the Sub- Directorate.

**ENQUIRIES**

Mr Ike Monamodi, Tel: 018 388 4562
ANNEXURE Z

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

OTHER POSTS

POST 05/301: MEDICAL SPECIALIST (SUB-SPECIALIST: ENDOCRINOLOGY) (2 POSTS) GRADE 1 TO 3

SALARY: Grade 1: R 1 151 088 per annum,
Grade 2: R 1 316 136 per annum,
Grade 3: R 1 439 112 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) in Endocrinology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-Specialist) in Endocrinology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-Specialist) in Endocrinology. 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 employees) as Medical Specialist (Sub-specialist) in Endocrinology. 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 employees) as Medical Specialist (Sub-Specialist) in Endocrinology. Competencies (knowledge/skills): Extensive specialist knowledge in endocrinology and endocrine research. Specialist knowledge in teaching of all aspects of endocrinology. Good communication as well as analytical and problem-solving skills. A relevant higher degree (preferably PhD) related to Diabetes and Endocrinology. Note: "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)". No payment of any kind is required when applying for this post.

DUTIES: (key result areas/outputs): Provide and manage both in-and out-patient specialist endocrine and diabetes services with a patient centred approach. Provide in-patient care to general medicine for approximately 3 months a year. Supervise and train rotating medical registrars and senior registrars in endocrinology in the clinical evaluation of patients with endocrine disorders and their treatment. Supervise and train under- and post-graduate medical students in the Department of Medicine. Provide academic leadership through teaching and training, and conducting and supervising research in endocrinology and diabetes.

ENQUIRIES: Prof N Ntusi, Tel. No. (021) 406-6200
APPLICATIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 16 February 2018

185
POST 05/302 : DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS) (CRITICAL CARE (ICU), OPERATING THEATRES, TRAUMA AND EMERGENCY DEPARTMENTS, CSSD AND GAS STERILISATION DEPARTMENT)

SALARY : R756 525 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital, Observatory

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. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (knowledge/skills): Expertise in Quality Assurance, Infection Prevention and Control and Risk Management. Sound knowledge of Financial Management (FBU), Cost Centre and Supply Chain Management. Experience in Change Management, Leadership, innovation and strategic and clinical governance. Computer literacy in all MS Word packages. Human Resource Management, ability to work under pressure, meet deadlines, decision-making and problem-solving. Vast experience in Human Resource Management within a Nursing context. 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: Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division, 24-hours a day, 7 days a week in clinical portfolios. Effective and efficient management of human, financial and material resources. Provide professional, technical and management support to ensure the provision of quality patient care through proper management of nursing care programs. Promote and participate in nursing research, training and development. Develop, implement, maintain and revise policies, regulations, standards. Deputise to the Senior Manager of Nursing Services. Utilize information technology and other management information for the enhancement of the service.

ENQUIRIES : Mr A Mohamed, Tel. No. (021) 404-2071/2

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

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 16 February 2018

POST 05/303 : OPERATIONAL MANAGER NURSING (SPECIALITY AREA: PAEDIATRIC AND NEONATOLOGY ICH/HCU)

Chief Directorate: General Specialist and Emergency Services

SALARY : R499 953 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualifications: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science or Medical and Surgical Nursing Science Critical Care Nursing or Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse or Midwife. Experience: Minimum of 9 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, conflict resolution skills and knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Basic Computer literacy, good organizational skills and the ability to function under pressure. 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): Plan, manage, co-ordinate and maintain an optimal, specialized Nursing Service as an Operational Manager in a Neonatal ICU and Pediatric ICU setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Promote quality patient care through the setting, implementation and monitoring of standards. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
Ms S Basardien, Tel. No. (021) 402-6430

**APPLICATIONS**
The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION**
Ms C Veldman

**CLOSING DATE**
16 February 2018

**POST 05/304**
**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (2 POSTS)**
Chief Directorate: General Specialist and Emergency Services

**SALARY**
R394 665 (PN-A5) 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. 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 requirement of the job: Willingness to work day/night shifts and perform after-hour and weekend stand-by duties for the hospital. 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 and Quality Assurance. 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 may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

**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**
16 February 2018

**POST 05/305**
**CHIEF ARTISAN: GRADE A**
Chief Directorate: General Specialist and Emergency Services

**SALARY**
Grade A: R343 329 per annum

**CENTRE**
Paarl Hospital

**REQUIREMENTS**
Minimum educational qualification: Appropriate Trade Test Certificate in Carpentry/Electrical/Plumbing/Mechanical. Experience: 10 Years appropriate post qualification experience as Artisan/Foreman in a Hospital. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises. Competencies (knowledge/skills): Good computer, communication, organising/planning and project management.
skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the relevant legislative prescripts, policies and procedures. Appropriate supervisory/managerial experience. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test/assessment.

**DUTIES**: (key result areas/outputs): Effective and efficient management of the Workshop including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs, repairs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Provide input, assistance and compile technical specifications, draft reports, submissions and perform other relevant administrative tasks.

**ENQUIRIES**: Mr ID Arendse, tel.no. (021) 860-2516

**APPLICATIONS**: To the Chief Executive Officer, Paarl Hospital, Private Bag X3012, Paarl 7620.

**FOR ATTENTION**: Mr RM Petersen

**CLOSING DATE**: 23 February 2018

**POST 05/306**: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)
Cape Winelands Health District

**SALARY**: Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum

**CENTRE**: Witzenberg Sub-district

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organizational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels. 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): Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Witzenberg Sub-district. Make biopsychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

**ENQUIRIES**: Mr L Wawini, Tel. No. (023) 316-9600
APPLICATIONS: The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION: Ms JB Salie
CLOSING DATE: 16 February 2018
POST 05/307: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY) (MIDWIFERY)
Central Karoo District

SALARY: Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE: Beaufort West Hospital

REQUIREMENTS: Minimum educational 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. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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 specialty after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Willingness to work shifts, day-night duty, weekends and public holidays when required. Competencies (knowledge and skills): Good communication and interpersonal skills. Planning and organizational skills Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. 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 optimal, holistic specialized nursing care within set standards and professional or legal framework. Manage Human and Financial resources. Participation in training, research and implementation of the department’s values. Participate in the collection and management of data. Promote quality nursing care. Implement infection control and health and safety legislations.

ENQUIRIES: Mr TW Ntombana, Tel. No (023) 414-8200
APPLICATIONS: The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 16 February 2018
POST 05/308: BED MANAGER
Chief Directorate: General Specialist and Emergency Services

SALARY: R334 545 per annum

CENTRE: New Somerset Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree registrable with an appropriate Health Professions Council. Experience: Appropriate experience in a healthcare environment. Bed manager experience and lean management insight. Competencies (knowledge/skills): Computer literacy (Microsoft Office Package). Good organising and decision-making skills. Ability to work in a team and independently. Good interpersonal skills and the ability to communicate in at least two of the three official languages of 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**

Key result areas/outputs: Develop, manage and implement Bed Manager Policies, protocols and procedures within the hospital. Manage information of patients and statistics in relation to bed management. Plan, coordinate and manage patient referrals to other health facilities. Reduction in length of stay of patients in a hospital bed in conjunction with the relevant medical teams. Coordinate the activities of medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients within the institution in participation with other provincial institutions and districts. Manage the transit discharge lounge (i.e. coordinate discharge plan for ambulatory patients, ensure discharge medication, OPD bookings and transport) ensuring reduced congestion within Emergency units which include the monitoring of disposition times.

**ENQUIRIES**

Ms S Basardien, Tel. No. (021) 402-6430

**APPLICATIONS**

The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION**

Ms C Veldman

**CLOSING DATE**

16 February 2018

**POST 05/309**

ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) (2 POSTS)

**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 (KRA’s) of the post. Experience: Appropriate Asset Management experience using financial system such as LOGIS, SYSPR and SAP will be an added advantage. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, Word and PowerPoint). Good Interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and Policies. 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. Shortlisted candidates will be subjected to a practical and competency test as part of the interview process.

**DUTIES**

Key result areas/outputs: Partake in the annual asset count and ad-hoc inspections. Dispose of redundant, obsolete and unserviceable items in accordance with policies. Barcode and track all assets. Update and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.

**ENQUIRIES**

Mr C Frank, Tel. No. (021) 404-3248

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mbilini

**CLOSING DATE**

23 February 2018

**POST 05/310**

ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Chief Directorate: General Specialist and Emergency Services

**SALARY**

R152 862 per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS System and Functional experience in obtaining quotations on an electronic purchasing system. Computer literacy (MS Excel and Word). Good communicate skills (written and verbal) in at least two of the
three official languages of the Western Cape. Knowledge and Practical experience of LOGIS and IPS.

**DUTIES**

Key result areas/outputs: Perform tasks related to procurement administration such as inviting of quotes on IPS, placing orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse Management and Asset Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and End Users.

**ENQUIRIES**

Ms N Colburn, Tel. No. (044) 802-4332

**APPLICATIONS**

The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION**

Ms AL Groenewald

**CLOSING DATE**

23 February 2018

**POST 05/311**

ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
(RECEIVING/ASSET MANAGEMENT)
(Eden District)

**SALARY**

R152 862 per annum

**CENTRE**

Oudtshoorn Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting 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. Experience: Appropriate experience in Supply Chain Management, Warehouse or Asset Management. Appropriate experience in LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management, Warehouse or Asset Management LOGIS functions or Modules in LOGIS. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of LOGIS system, Asset Management functions. Knowledge of the PFMA, Treasury Directives and Legislation pertaining to Asset. Management work environment. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

**DUTIES**

(key result areas/outputs): Check accuracy and correctness of stock received, signing of GRN/Delivery notes and capture return to supplier and communicate through e-mails, letters etc. Capturing and filing of SRI/RC and capture payments when needed and ensure that payment documents reach the finance section for authorisation. Maintain and update asset register, apply safety regulation at all time. Manage asset movement, inventory update and bar coding. Conduct stock take, report on discrepancies and prevent stock from expiring as well as ad-hoc inspections. Assist with disposal or redundant obsolete and unserviceable items in accordance to the existing prescripts. Update bin cards, checking accuracy of issues, filing of issue vouchers and apply FIFO principles.

**ENQUIRIES**

Mr H Mapolie, Tel.No. (044) 2037-264

**APPLICATIONS**

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

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

23 February 2018

**POST 05/312**

ADMINISTRATION CLERK: SUPPORT
Eden District

**SALARY**

R152 862 per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience in office practice and/or administration. Competencies (knowledge/skills): Computer literacy (Word, Excel, Outlook). Knowledge of Hospital Services and/or District Healthcare Service will be an advantage. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of HR department, finance department and facility. Note: No payment of any kind is required when applying for this post.

**DUTIES**

(key result areas/outputs): Support the clinical service delivery and clinical governance. Collection and distribution of relevant organisational documents. Responding to basic queries, scheduling appointment such as MMS diary,
taking of messages and relaying to the relevant person when unable to resolve, in closed loop communication. Support the corporate service delivery. Calendar and diary management for the clinical component including leave register. Order stock and workshop requests for the area. Provide assistance to the Medical Manager with the planning and coordination of ad hoc functions, events and meetings including the venue calendar.

ENQUIRIES: Ms C Harding, Tel.No. (044) 802-4534
APPLICATIONS: The Manager: Chief Executive Officer, George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION: Mr S Jooste
CLOSING DATE: 16 February 2018

POST 05/313: DRIVER (HEAVY DUTY VEHICLE)

SALARY: R107 886 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: General Educational and Training Certificate (GETC) / Grade 9 (Std 7) Experience: Appropriate driving experience. Inherent requirements of the job: Prepared to work shifts (include weekends and public holidays). Must be of sober habits and ability to lift heavy objects. Valid (code B/EB) driver’s licence. Valid Public Drivers Permit (PDP).Willing to perform standby duties and work irregular hours. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the National Road Traffic Regulation. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

DUTIES: (key result areas/outputs): To ensure safe transit of Staff members. Schedule and plan transport routes. Transport and load goods. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition and prepare reports for the supervisor if and when needed.

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: 23 February 2018

POST 05/314: GENERAL WORKER (STORES ASSISTANT)

SALARY: R90 234 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a store. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES: (key result areas/outputs): Assist the Provisioning Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other stores when required.

ENQUIRIES: Mr L Hartnick, Tel. No. (021) 404-2044
APPLICATIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 23 February 2018

POST 05/315: PORTER

SALARY: R90 234 per annum
CENTRE: Red Cross Children’s War Memorial Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter and/or driving experience in a health facility environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts including nightshifts weekends and public holidays. Physically fit to
perform tasks such as lifting of patients from beds or onto bends and wheelchairs. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to maintain confidentiality. Note: No payment of any kind is required when applying for this post.

DUTIES : Accompany walking patients and transport sitting or non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment Centre’s. Direct or accompany visitors to various destinations. Assist with the loading of patients in and out of ambulances or vehicles and transfer of patients to beds or trolleys and vice versa. Handle bodies (corpses). Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Ensure trolleys, wheelchairs and motor vehicles are maintained and kept clean.

ENQUIRIES : Mr S Abdurahman, Tel. No. (021) 658-5457
APPLICATIONS : The Chief Executive Officer: Red Cross Children’s War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 23 February 2018