PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2018
DATE ISSUED: 16 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.

AMENDMENTS:

FREE STATE: Department of Social Development: kindly note that the posts of Server Administrator: ICT Management Ref No: CS 05/18 and Senior Security Officer (20 Posts) published in vacancy circular 06 dated 09 Feb 2018 were advertised with incorrect salary scales, the correct salary scale read as follows: R226 611 per annum. Level 7 for post Server Administrator: ICT Management Ref No: CS 05/18 and (R152 862 per annum Level 5 for post Senior Security Officer (20 Posts). Judicial Inspectorate for Correctional Services: kindly note that the posts published in vacancy circular 06 dated 09 Feb 2018 the correct closing date is 23 February 2018.
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## PROVINCIAL ADMINISTRATIONS

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ANNEXURE A

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tievgerpoort, 0056; submitted electronically via email: cogta23521-01@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling.

CLOSING DATE: 09 March 2018 Tel. 012 811 1900.

NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the 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 website, 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. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, are expected to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

POST 07/01 : DIRECTOR: LEGISLATIVE DRAFTING AND REVIEW (SALARY LEVEL 13) REF: 23521-01

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

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification in Law (LLB) NQF level 7 or equivalent qualification as recognised by SAQA. Five years relevant experience at middle/ senior management level in the legal field. (Applicants must indicate their level of management experience).Technical competencies: Legislative review and drafting.

DUTIES: The incumbent will perform the following duties: Draft and/or amend primary (Bills and Acts) and secondary (Regulations) legislation administered by the
Department. Provide legal opinions to the Department's stakeholders on the interpretation of legislation and matters affecting the mandate of the Department. Provide legislative support to the Department’s stakeholders on the interpretation of legislation from other sector departments and spheres of government that are affecting the mandate of the Department. Provide legislative support to the Department’s stakeholders on the interpretation of court judgements that are affecting the mandate of the Department.

ENQUIRIES

Ms MG Mahlangu, Tel. 012 334 0517
DEPARTMENT OF ENVIRONMENTAL AFFAIRS
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: Applications must be forwarded to Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

FOR ATTENTION: Ms S Zungu

CLOSING DATE: 05 March 2018

NOTE: Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 07/02: DIRECTOR: CLIMATE CHANGE MONITORING & EVALUATION CHANGE INFORMATION (CCAQ04/2017)

SALARY: All-inclusive package of R948 174. per annum. The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Natural Sciences /Physical Sciences/ Environmental Management (at NQF 07) or equivalent relevant qualification. Relevant postgraduate qualification will be an added advantage. Minimum of five years’ experience at a middle/ senior management level. Proven competence in the area of stakeholder management. Specialist knowledge of the latest available tools and methodological guidance to compile the GHG inventory report. Expertise in communication skills. Knowledge in climate change policy development and an awareness of SA and government’s priorities in this regard. Ability to leverage internal and external resources to consistently deliver quality products. Specialist knowledge and skills to develop knowledge resources and products. Proven competence to manage and plan for activities, including projects and policy matters. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the budget of the directorate. Perform in-house training for subordinates.

DUTIES: Oversee the development, finalization and publication of the National Communication. Oversee the development, finalization and publication of the Biennial Update Report. Oversee the development, improvement, finalization and publication of national Greenhouse Gas Inventory Report. Oversee the implementation of the Greenhouse Gas related projects. Lead the design,
development and publishing of the Climate Change Annual Report. Manage the knowledge function of the Chief Directorate.

ENQUIRIES : Mr Tlou Ramaru; Tel: (012) 399 – 9252
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 welcome 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: 02 March 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”.

OTHER POSTS

POST 07/03: DEPUTY DIRECTOR: SERVER AND NETWORK ADMINISTRATOR
Directorate Information Technology

SALARY: All-inclusive salary package of R657 558 per annum

CENTRE: Pretoria

REQUIREMENTS: A relevant Degree (NQF 7) or National Diploma (NQF 6) in Computer Science or Information Technology (IT) or equivalent qualification at a minimum of NQF Level 6. Seven (7) years relevant IT experience, of which three (3) years must be at managerial (Assistant Director) level. Hands-on experience in network and server support and IT security in a Microsoft Windows environment (Active Directory, Exchange 2013 and IT security vulnerability management). Extensive networking, TCP/IP and DNS experience and knowledge of interfacing with Linux and Macintosh platforms. Knowledge of open source software and a good understanding and use of security tools, procedures and applications. Experience in IT policy formulation and implementation. Good interpersonal skills. Ability to work well within a team and independently. Good problem solving skills. A valid code 08 driver’s licence. The incumbent will have to undergo a top secret security clearance.

DUTIES: Responsible for the proactive maintenance and support of the IT infrastructure (desktops, servers, AV equipment, LAN and WAN). Ensure availability, capacity and security management within the network, server and desktop environment. Supervise the web and server administrators and related support staff and assist...
with specialized support. Responsible for disaster recovery planning and implementation, security policy formulation and implementation as well as related network policy formulation and implementation. Ensure compliance with government wide policy guidelines and requirements and advise on technology trends, direction and best practices. Maintain good relationships with users, support staff and service providers and monitor and maintain service levels within the environment. Serve on project teams and related forums when required.

ENQUIRIES
Mr T Vandayar Tel: 012 473 0304

POST 07/04
ASSISTANT DIRECTOR: RESEARCH
Directorate: Research and Knowledge Management

SALARY
Commencing Salary of R334 545 per annum

CENTRE
Pretoria

REQUIREMENTS
Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/Political Sciences or Statistics. Experience: Two years of work experience in research / communication research (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as quantitative data analysis techniques and qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. 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. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend nights away from home.

ENQUIRIES
Dr Ntombifuthi Nala. Tel 012 473 0218

NOTE
Short-listed candidates will be subjected to a competency test.

POST 07/05
SENIOR REPORTER
Directorate: News Services

SALARY
Commencing Salary of R334 545 per annum

CENTRE
Pretoria

REQUIREMENTS
Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification in Journalism, with at least two years journalistic experience in the print or electronic mediums. Applicants should have an excellent knowledge of government policies and programmes, government’s approach to communication and a sound understanding of current affairs. The applicant must be a professional news hound with excellent writing skills and the ability to write for online and print (magazine and newspaper) and other multi-media platforms. The candidate should have excellent interviewing skills; the confidence required to interview high-profile government officials; the ability to process complex information; the ability to analyse the communication environment in government and the ability to generate own story ideas in a creative manner. The candidate must possess an excellent knowledge of social media as it relates to government. Good teamwork skills, inter-personal skills with the
humility to accept instruction, coaching and mentoring from editors. A valid driver’s license is essential.

**DUTIES**

The successful candidate will be required to initiate and develop story ideas around beats. He/she will be required to: attend government news briefings and events across the country; research and write government news articles, feature articles, analysis pieces for the print and electronic mediums; file content across various platforms; post on social media platforms in the form of live tweets, videos and photographs; maintain good contact with government communicators. Furthermore, the successful incumbent must be able to work under pressure without constant supervision; meet deadlines; be willing to work overtime, especially on weekends and public holidays, and travel as and when required.

**ENQUIRIES**

Ms Roze Moodley (012) 473 0263
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001

CLOSING DATE: 05 March 2018, 12H00 No late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 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 GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

ERRATUM: kindly note that the post of Senior Manager: Management Information Systems Ref No: (SMMIS/2018/02-1P) published in vacancy circular 06 dated 09 Feb 2018 the closing date has been extended to 02 March 2018.

OTHER POSTS

POST 07/06: OFFICE MANAGER – OFFICE OF THE CEO REF: OM/2018/02-1P

SALARY: R657 558 (All-inclusive package)

CENTRE: Pretoria Head Office

REQUIREMENTS: A relevant National Diploma/B Degree or equivalent qualification (NQF 6) with a minimum of 6 years Administration or relevant experience. Experience should include Public Service experience, of which at least three years involved providing support service to executive management. Extensive knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework.

**DUTIES:**

The successful incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Manage the administrative requirements of the CEO’s office: Review reports received, cabinet memorandums and parliamentary queries, liaising with the relevant stakeholders to facilitate prompt and appropriate responses. Co-ordinate and prepare briefing notes/memorandums/speeches for the CEO to approve and adopt. Liaise with external clients and internal stakeholders, responding to queries, verbally and in writing, with the appropriate information. Manage the budget for the CEO’s office, checking and approving invoices and claims against budgeted figures. Oversee the ordering of stationery and office equipment/supplies in compliance with budgeted figures, containing costs. Implement and maintain office administration processes which enhance efficiencies. Maintain up to date databases of relevant documents, presentations and key client information, ensuring accessibility and relevance of information. Project Coordination: Coordinate strategic projects as assigned by the CEO, in accordance with agreed objectives. Liaise with project stakeholders to drive the achievement of project outcomes. Conduct ad hoc research, when required, to inform project decisions. Review project related documentation, ensuring compliance from a corporate governance perspective and adherence to quality standards. Manage the reporting requirements: Coordinate the preparation of monthly and quarterly reports of all activities, achieving adherence to specified deadlines for submission. Assist with the preparation and finalization of the content of the Annual report in conjunction with the relevant business areas. Submit a draft report to EXCO for review prior to finalization. Submit the Annual report by due date, ensuring compliance to relevant requirements. Provide direction to designated committees: Monitor that the committees operate effectively, in accordance with their respective mandates by reviewing minutes of meetings. Coordinate annual evaluations of committees, by designing and distributing questionnaires and providing reported feedback with recommendations for improvement. Inform the committees of changes in legislation and the impact on corporate governance in a timely manner. Provide reported feedback and advice on the operation of the committees, as necessary. Assist in managing compliance with corporate governance best practice: Benchmark GPAA against other institutions to ensure that corporate governance is in line with best practice and highlighting issues identified. Contribute to the compilation of quarterly reports on corporate governance issues, highlighting potential risks and achievements. Assist in the management of relationship with service providers and associated documentation, as required, to achieve sound corporate governance. Monitor compliance and assist various business areas in the implementation of the corporate governance policy and strategy, as required. Monitor that the terms of reference within various committees are appropriate from a corporate governance perspective. Check that sound reporting mechanisms are being utilized by all committees by reviewing reports. Conduct general administration for GPAA’s committees: Maintain proper filing and recording of reports and relevant documents in a retrievable system. Provide reports on compliance with EXCO decisions within agreed time frames. Arrange all necessary meetings and take minutes of the meetings, distributing to relevant stakeholders. Organise designated meetings: Prepare the agenda and necessary documentation in collaboration with relevant stakeholders. Take minutes of the meeting, distributing and filing minutes in accordance with standard procedure. Monitor proper and effective communication processes between committee members. Follow-up on decisions agreed with the relevant parties. Manage the confidential/gifts declaration policy and maintain the gifts register as required.
ENQUIRIES: Mr Tumisho Manaka on 012 319 1075
FOR ATTENTION: Mr Tumisho Manaka – Recruitment
NOTE: One position for Office Manager at the Office of the CEO is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

POST 07/07: CUSTOMER SERVICE AGENT NORTH WEST REGIONAL OFFICE (MAFIKENG) (REF: CSA/NW/019-1P)

SALARY: R183 558 (basic salary) Level 6
CENTRE: Pretoria Office
REQUIREMENTS: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the indigenous languages spoken in the Province as indicated: Tswana. The applications of individuals currently residing in North West Province may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

DUTIES: The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the client relationship management environment. The successful incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES: Ms Thenjiwe Gasa 012 319 1304
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
NOTE: One position for Customer Service Agent North West Regional Office (Mafikeng) is currently available at the Government Pensions Administration Agency. This position will be filled permanently.
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:
13 March 2018

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

MANAGEMENT ECHELON

POST 07/08:
SENIOR MANAGER: MEDICAL SERVICES (RE-ADVERT) (REF NO: NDOH 6/2018)
Chief Directorate: Child Youth and School Health.
Directorate: Expanded Programme on Immunisation

SALARY:
R1 355 916 – R1 645 916 per annum as per OSD

CENTRE:
Pretoria

REQUIREMENTS:
An MBChB qualification. Registration with the HPCSA as Medical practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as Medical Practitioner. Postgraduate qualification (Diploma, Masters/Fellowship) in either: Public or Community Health, Child Health, Public Health Administration or Epidemiology will be an advantage. Sound knowledge of EPI: goals, indicators, strategies, clinical aspects, related principles and practical aspects. Knowledge of the principles of surveillance for EPI targeted conditions: Measles, Acute Flaccid Paralysis (AFP), Adverse Events Following Immunisation (AEFI) and Neonatal Tetanus (NNT). Basic clinical skills. Good computer (MS Word, MS Powerpoint and MS Excel), training and communication (written and verbal) skills. Self-driven, ability to work under pressure and a team player. Must be willing to travel and work irregular hours. A valid driver’s license.

DUTIES:
Improve immunization coverage by providing practical yet scientifically sound guidance to the EPI in line with the National Strategic Plan (NSP) and Annual Performance Plan (APP). Facilitate training, implementation strategies, development and revision of policies in keeping with best practices, NDP and the Department’s Strategic Plan. Provide appropriate support to all Ministerial Committees that support the EPI program and implement strategies in keeping with global trends. Measles Elimination and Control. Facilitate collaboration with Academic Institutions, the National Institute of Communicable Diseases (NICD), Professional Bodies, provincial Stakeholders, United National Agencies (e.g. WHO). Manage risk and audit queries.

ENQUIRIES:
Dr NR Dlamini at Tel No: (012) 395 9660
NOTE : (This is a re-advertisement of the post with reference number: NDOH 71/2017 which was advertised in the DPSA and departmental website with closing date of the 3 January 2018. Applicants who previously applied for the post need to re-apply).
The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Department’s Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

APPLICATIONS: Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

CLOSING DATE: 02 March 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt/confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan’s (NDP’s) priorities, ascribe to the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

MANAGEMENT ECHELON


SALARY : An all-inclusive salary package of R1 127 334 - R1 347 879 per annum (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria,

REQUIREMENTS : An undergraduate qualification in Management or Public Administration at NQF level 7 as recognised by SAQA. 5 years’ experience at senior managerial level in strategy and policy development. An MBA or postgraduate degree in Business Management will be an added advantage. Understanding of other departmental, human resources frameworks and other public service acts, regulations and

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure the strategic positioning and governmental alignment within the Department. Ensure the development of the Review Governmental Strategies, the Medium Term Strategy Framework, the governmental programme of action and other decisions, directives and National imperatives to determine the strategic impact on the Department. Responsible for strategic guidance and expert advice in terms of Strategy and Policy. Development within the Department. Ensure implementation of the Strategic Plan, Annual Performance Plan and Business Plans of the department and the Unit. Monitor and report to the DDG: IPS on the organisational performance against the strategic objectives. Monitor the performance of the Unit against the objectives of the Departmental Strategic Plan and Government Imperatives. Manage various strategic events, projects and programmes identified to meet short, medium and long term objectives of Parliament. Ensure high quality policy development and management of policies. Manage the communication and coordination of policy issues within Department. Manage policy maintenance within the Department. Ensure alignment of the Departmental policies with strategy, environment, legislation and other requirements. Manage, monitor, evaluate and report on Organisational Performance. Ensure the development of monitoring and evaluation framework and the Departmental Monitoring and Evaluation Guidelines. Manage the coordination and support of Monitoring and Evaluation processes and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring and Evaluation capacity. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Maintain effective relationships with stakeholders with the view to enhance the Monitoring and Evaluation function. Ensure innovation and service delivery within the Unit. Ensure the effective review and definition of a high quality DHA 3 to 5 year Strategic Plan and Annual Performance Plan in line with the departmental budget and governmental programme of action. Identify strategic organisational performance barriers, challenges, gaps and enablers and make recommendations in EXCO on strategic initiatives to enhance organisational performance. Ensure the development and maintenance of a register of service delivery standards. Ensure research and benchmarking of international best practice and models in conjunction with the Business Intelligence & Research Unit. Ensure the review and alignment of the organisational operating model with the Strategic Plan and Best Practice in the Industry. Ensure effective and efficient alignment of policies with DHA Strategy and Legislative requirements. Ensure and monitor compliance and adherence to DHA wide policies across the entire department. Facilitate the development of technical expertise within the unit and keep abreast of technical developments. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Drive innovation within the Department and the Unit. Manage the overall performance of the Unit against the agreed service delivery standards. Ensure the implementation of policies, procedures, standards, systems and practices. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the Chief Directorate. Implement governance processes, frameworks and procedures. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance
with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Manage resources (Physical, Human and Financial). Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Unit is adequately staffed. Ensure risk and compliance management. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Represent the directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure good governance within the department in line with Kings Report and other related legislation.

ENQUIRIES: Mr BT Mavuso, Tel No: (012) 406 2805
APPLICATIONS: Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Email to Policerecruitment@dha.gov.za

POST 07/10: DIRECTOR: EMPLOYEE WELLNESS REF NO: HRMC: 14/18/2
Branch: Human Resources Management and Development, Chief Directorate: Employee Engagement

SALARY: An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification in Human Resource Management or Social Sciences at NQF level 7 as recognised by SAQA. 5 years’ experience at a middle /senior managerial level in the related field. Registration of the Health Profession Council of South Africa (HPCSA) or South African Council for Social Services Professionals (SACSSP) is compulsory. Knowledge of the HIV/AIDS Legislation and related legislation. Knowledge of the Employee Wellness programme and processes. Extensive experience in the Human Resource environment. Experience in a management position with a proven track record of managing a team. Knowledge of the Public Service Regulations, Public Service Act, the Public Finance Management Act (PFMA) and the Constitution of the Republic of South Africa. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Willingness to work extended hours. A valid driver’s licence and willingness to travel are essential.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement strategic objectives and innovation within the Unit. Develop the business plan for the Unit and ensure effective prioritisation and resource planning. Provide strategic direction within the Unit. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on management, succession planning, performance management and career development appropriate aspects and matters. Provide strategic guidance to management with regard to Employee Wellness matters. Report on the performance of the Unit against the business plan to the Chief Director /Deputy Director-General. Develop technical expertise within the Unit and keep abreast on related issues in order to develop and implement social plans, including making labour specific input into the migration planning process. Identify projects and initiatives to improve business processes and
ENQUIRIES
APPLICATIONS
POST 07/11
SALARY
CENTRE
REQUIREMENTS
DUTIES

procedures in order to facilitate effective services delivery. Ensure efficient and effective management of Employee Wellness Services within the Department. Manage the resources within the directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the directorate. Ensure effective governance and compliance within the directorate.

Mr S Malaka, Tel No: (012) 406 4127/8

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

DIRECTOR: REPATRIATION AND INTERGRATION MANAGEMENT REF NOHRMC: 14/18/3
Branch: Immigration Services
Chief Directorate: Asylum Seeker Management.

An all-inclusive salary package of R948 174 - R1 116 918 per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Head Office, Pretoria,

An undergraduate qualification in Public Management /International Relations /Law /Social Science and Administration at NQF level 7 as recognised by SAQA. 5 years’ experience at a middle /senior managerial level in the Immigration environment. Strategic capability and leadership. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA), the South African Constitution and the understanding of all relevant Departmental legislation and prescripts. Communication, decision making and presentation skills. Problem solving and analysis, business report writing and accountability. Policy Analysis and interpretation. A valid driver’s license and willingness to travel.

The successful candidate will be responsible for, amongst others, the following specific tasks: To provide strategic support to the Asylum Seeker Management Chief Directorate, oversee and ensure compliance with legislations and regulations so that the Chief Directorate is able to meet its strategic objectives. Manage and implement strategic objectives and innovation within the directorate. Develop the business plan for the Unit and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the Unit. Develop technical expertise on refugee laws, immigration and refugee developments and ensure the implementation of innovation initiatives. Provide advice and guidance on matters relating to refugee affairs. Oversee the effective implementation of processes and systems enhancement initiatives. Continually communicate developments and improvements within the Chief Directorate. Act as a change agent by adjusting service offerings to meet changing demands in collaboration with the Chief Director. Ensure that the Refugee Affairs Chief Directorate operates efficiently and effectively. Coordinate activities within the Chief Directorate and ensure integration with other related business units (deportation). Consolidate monthly reports on performance and statistical reports from refugee reception offices. Facilitate refugee, repatriation, resettlement and integration into society by providing enabling documentation and facilitating public awareness on refugee rights. Facilitate the implementation of the UNHCR declaredcessations. Facilitate refugee integration into society by providing enabling documentation and facilitating public awareness on refugee rights. Coordinate processing and issuance of ID’s, UNCTD to recognized refugee. Coordinates policy analysis and strategic consultation on issues relating to refugees. Lead and support efforts to continually improve the business processes and practices within the Chief Directorate in order to achieve operational excellence. Oversee effective analysis and research within the Chief Directorate (including trends analysis, development of norms and standards, country information research and publication). Ensure that accurate statistics, information or data is kept regarding
refugees and asylum seekers. Provide professional assistance and advice to officials within the Chief Directorate, including functional advice, project management support and legal enquiries. Ensure the development and effective implementation of systems, processes and procedures in each Refugee Reception Centre. Assist Centre Managers in the implementation of administration, financial and other relevant processes. Ensure adherence to quality and service delivery standards by all Refugee Reception Centres. Ensure effective and efficient management of resources within the Unit. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the Unit’s objectives. Manage external contractors and suppliers within the Unit effectively and efficiently. Liaise with internal business Unit to ensure that supply chain management and asset management are effectively managed. Ensure sound financial reporting and cost management within the directorate. Manage the implementation of people management strategies, policies and procedures within the Chief Directorate. Agree on the training and development needs of the Unit and ensure that these are acted on. Ensure appropriate technical knowledge, capabilities and skills of staff within the Unit. Manage the implementation of the employment equity plan within the Unit. Implement effective talent management processes within the Unit (attraction, retention, development). Manage the implementation of compliant performance management within the Unit. Ensure that staff are motivated and committed to the vision and goals of the Unit. Manage grievances, discipline and terminations within the Unit. Ensure effective governance and compliance within the Chief Directorate. Develop and implement governance processes, frameworks and procedures within the Chief Directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Chief Directorate. Participate in international forums as and when required. Ensure compliance with all audit requirements quality and risk management frameworks, standards and practices within the Chief Directorate. Represent the Chief Directorate at management and other government forums. Act as a liaison and establish relationships with all stakeholders. Establish and nurture effective relationships with all stakeholders on matters relating to Refugee Affairs. Promote and ensure effective stakeholder identification, analysis and management. Ensure that there is effective communication between the Chief Directorate and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints.

ENQUIRIES: Mr M Madumisa, Tel No: (012) 406 2543
APPLICATIONS: Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Email to imarecruitment@dha.gov.za
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.

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

CLOSING DATE
05 March 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. 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. 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.

MANAGEMENT ECHELON

POST 07/12
MASTER: REF NO: 18/17/MAS

SALARY
R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE
Master of the High Court: Durban

REQUIREMENTS
An LLB Degree or 4 years recognized legal qualification at NQF level7; 5 years’ experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master’s environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver’s licence skills and competencies: Financial management; Leadership; Strategic and conceptual orientation; Communication skills; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment; Computer literacy.

DUTIES
Monitor and improve the administration of Guardian Funds service; Manage, monitor and improve the administration of insolvency services; Monitor and improve the administration of deceased estates services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Durban.

ENQUIRIES
Mr Lehong Tel. (012) 357 1264
OTHER POSTS

POST 07/13 : SENIOR ASSISTANT STATE ATTORNEY: (LP5-LP6) REF NO: 18/18/SA 03
POSTS

SALARY : R453 435 - R1 069 791(Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Durban

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver’s licence; Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

DUTIES : Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, convincing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES : Mr M Kooko (012) 315 1164

POST 07/14 : OFFICE MANAGER: REF NO: 18/08/MAS

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

CENTRE : Master of the high court: Cape Town

REQUIREMENTS : Bachelor’s Degree/ National Diploma in Office Administration or equivalent qualification; At least 3 years experience in administration of which 1 year should be at supervisory level; Knowledge of all legislation and policies that inform the Department’s administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver’s license. Skills and competencies Communication skills (verbal and written); Computer literacy (MS Office); Financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.

DUTIES : Key Performance Areas; Prepare all financial reports prescribed and required by management in accordance with general accepted administration practice; Provide required office administrative expertise; Direct and manage projects, implement control over computers or other systems and processes aimed at improving the Masters Office; Ensure service level agreements are adhered to; Provide effective people management.

ENQUIRIES : Mr S maeko (012) 315–1996

POST 07/15 : ASSISTANT DIRECTOR: LGBTI PROGRAMME REF NO: 18/19/CD

12 Months Contract

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 : A Bachelor’s Degree/ National Diploma in Social Science or Equivalent qualification; A minimum of 3 years’ experience in the management of pending hate crime cases within the criminal justice system; Knowledge of the National Intervention Strategy for Lesbians, Gays, Bisexuals, Transgender and Intersex (LGBTI) Sector and related matters; Knowledge about the work of the National Task Team on Gender and Sexual Orientation-Based Violence Perpetrated against LGBTI Persons; Knowledge and understanding of Public Finance Management Act, Research and Human Rights will be an added advantage; A
valid driver’s licence. Skills and Competencies: Computer literacy (Ms Office); Good Interpersonal skills; Dispute Resolution; Report writing and problem solving; Project Management; Research and analytical skills; People management and empowerment; Stakeholder management and empowerment; Willingness to work overtime when required; Communication (verbal and written) skills; Stakeholder engagement skills.

**DUTIES**: Provide assistance in the general management of LGBTI hate crime cases and related matters in the Unit; Assist in the execution of certain initiatives in the LGBTI Unit; Assist in the initiation and execution of research and related initiatives aimed at promoting and projecting the Constitutional rights of LGBTI persons; Assist and co-ordinate in the implementation of the National Intervention Strategy on LGBTI issues that fall within the mandate of the department; Assist in management of the LGBTI’s budget and expenditure, including monitoring and reporting; Assist in drafting and submitting regular progress reports to the Deputy Director; Establish and maintain stakeholder relations with members of the National Task Team especially SAPS, NPA and civil society organizations.

**ENQUIRIES**: Ms M Kganyago (012) 315 1844

**POST 07/16**: ASSISTANT STATE ATTORNEY 2 POSTS

**SALARY**: R265 284= R759 603 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Port Elizabeth Ref No: 18/23/SA/
Cape Town Ref No: 18/22/SA

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

**DUTIES**: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft legal documents and conduct legal research; Furnish legal advice and opinions; Guide and train support staff.

**ENQUIRIES**: MS Ngomani (012) 357 8661

**POST 07/17**: ASSISTANT MASTER MR3 MR5 REF NO: 18/16/MAS

**SALARY**: R226 227- R818 301 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Master of the high Court: Johannesburg

**REQUIREMENTS**: LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master’s of the High Court skills and competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

**DUTIES**: Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust, Curatorship and the operations regarding the Guardian’s Fund; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian’s Funds and resources in the office; Ensure continuous quality improvement of processes and policies.

**ENQUIRIES**: Mr C Msiza (012) 315 4754
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<tr>
<th>POST 07/18</th>
<th>ESTATE CONTROLLER ECI 14 POSTS</th>
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<tr>
<td>SALARY</td>
<td>R174 606 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.</td>
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| CENTRE    | Kimberly Ref No: 18/06/MAS (02 Posts)  
|           | Cape Town Ref No: 18/07/MAS (01 Post)  
|           | Durban Ref No: 18/09/MAS (01 Post)  
|           | Port Elizabeth Ref No 18/10/MAS (02 Posts)  
|           | Nelspruit Ref No 18/13/MAS (02 Posts)  
|           | Bloemfontein Ref No 18/14/MAS (03 Posts)  
|           | Johannesburg Ref No 18/15/MAS (03 Posts) |
| REQUIREMENTS | An LLB degree or recognized four legal qualification; skills and competencies  
|             | Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy. |
| DUTIES     | Administer deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Render professional service to clients in line with the service level agreements; Identify and report opportunities or problems that may impact on service level agreements or effectiveness of operations to the Assistant Master; Provide effective people management; Prepare all monthly management and court reports in the prescribed formats; |
| ENQUIRIES  | MS Ngomani (012) 357 8661 |
### National Treasury

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

#### Applications

**Applications**: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit alm@treasury.gov.za.

**Closing Date**: 05 March 2018 at 12:00

**Note**: Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below. No late applications will be accepted. Please 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right to fill or not fill the below-mentioned posts.

### MANAGEMENT ECHELON

#### POST 07/19

**Chief Director: Governance Financial Analysis**

**Division**: Asset And Liability Management (ALM) (Ref No: S002/2018)

**Purpose**: To monitor financial management of State-Owned Companies (SOCs), monitor contingent liabilities, enforce compliance with Corporate Governance and facilitate the restructuring of SOCs

**Salary**: R1 127 334. per annum (all-inclusive remuneration package)

**Centre**: Pretoria

**Requirements**: 5 years’ senior managerial experience within a financial or banking environment, Degree in Accounting, Economics and/or Business Management as recognised by SAQA, Knowledge of financial markets, regulatory frameworks, treasury operations, corporate governance and development finance.

**Duties**: Enforce the PFMA, Treasury Regulation, Protocol on Corporate Governance, King II Code on Corporate Governance, Monitor financial performance of SOC’s, Monitor Contingent Liabilities and align Compliance with Corporate Governance, Monitor Financial Performance and Development impact of DFIs, Contribute to lowering of borrowing requirements through accurate forecasting, gaining understanding of dividend policy and cost of equity • Exercise financial oversight over SOCs in terms of the decentralized management model, Monitor and adherence to Treasury management best practice standards and Facilitate the Restructuring of SOCs.

**Enquiries**: Ms Mary-Jane Mothoa 012 395 6714

#### POST 07/20

**Chief Director: Sectoral Oversight**

**Ref No**: S023/2017

**Division**: Asset And Liability Management (ALM) (Ref No: S003/2018)

**Purpose**: To promote optimal allocation and utilisation of financial resources through facilitation of restructuring and promotion of performance of State Owned Companies (SOCs) from a sectoral perspective.

**Salary**: R1 127 334. per annum (all-inclusive remuneration package)

**Centre**: Pretoria

**Requirements**: 5 years’ senior managerial experience in a financial or risk related environment, Degree in Accounting, Economics and/or Business Management as recognized...
Knowledge and experience of financial markets, regulatory frameworks, treasury operations and corporate governance.

**DUTIES**

To maximize SOCs contribution in reducing the costs of business in South Africa, reviewing and monitoring performance of SOCs in terms of their contributions to their respective sectors, formulating appropriate policies for SOCs, exercising financial oversight over SOEs in terms of the decentralized management model and participating in the restructuring of State assets.

**ENQUIRIES**

Ms Mary-Jane Mothoa 012 395 6714
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: National Office /Constitutional Court And Judicial Support: Pretoria: Quoting the relevant reference number, direct your application to: The Director: Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
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.
North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X2033, MMabatho, 2735. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE: 02 March 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 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. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis

OTHER POSTS


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

CENTRE: Judicial Support: Pretoria

REQUIREMENTS: Grade 12 and a three year relevant National Diploma/ Bachelor’ degree in Public Management or Administration and related fields; Five (5) years relevant experience of which 3 years should be at supervisory level; Knowledge and experience in the application of the provision of the relevant legislations policies and regulations that govern the Public Service; In-depth knowledge of the Judges’ Remuneration and Conditions of Employment Act, 2001; A valid driver’s licence. Skills and Competencies: Sound Interpersonal relations; Planning and Organising skills; People management; Problem solving skills; Maintaining discipline; Conflict resolution; Computer literacy; Good Communication skills; Conflict management and Supervisory skills.

DUTIES: Manage finance and procurement of goods and services; Implement Human Resource services; Administer remuneration and conditions of service with regard to Judges and Acting Judges; To prepare memorandums to the Minister and President on various matters concerning Judges; Implementation of the Judges Remuneration Act and Regulations; calculation and payment of pension, gratuities and resignation benefits to Judges; Compile and co-ordinate monthly/quarterly/yearly reports concerning the Judges.

ENQUIRIES: Mr L Kilian (012) 315 1201
POST 07/22: DEPUTY DIRECTOR: FINANCE, REF NO: 2018/26/OCJ

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

CENTRE: Provincial Centre: Gauteng

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

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

ENQUIRIES: Ms T Mbalekwa ☏ (011) 335-0404


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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 and LLB degree with at least 5 years’ experience in legal research; At least 3 years proven experience in a supervisory position; Proof of at least 1 publication in peer reviewed or accredited journal; LLM and a qualification in Project Management will be an advantage; Experience in working with governance or legislative structures and Committees; A valid driver’s license. Skills and competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.

DUTIES: Preparation of content for publications (Brochures, Newsletter, Articles) on continuing Judicial Education; Maintain and update database of Facilitators; Conduct training needs assessment; Conduct impact assessment on SAJEI programs; Conduct a review of Programme Content, Curriculum and Methodology of SAJEI workshops and seminars; Oversee legal research and monitor Law Researchers output; Identify regional and international best practices on Judicial Education; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Facilitate research into Judicial education; Develop and implement SAJEI Research Agenda.

ENQUIRIES: Ms P Mogale ☏ (010) 493 2500

27
ASSISTANT DIRECTOR: HUMAN RESOURCES, REF NO: 2018/27/OCJ

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

CENTRE: Provincial Centre: North West

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

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

ENQUIRIES: Mr ML Moetanalo ☎ (018) 397 7064
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 Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 16 March 2018 at 15:45

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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POST

POST 07/25: SENIOR SECURITY OFFICER NO: SSO/02/18.

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A National Diploma/Degree or equivalent qualification (New NQF Level 6 or 7) in Security Management or related field of security management. Minimum 3 years’ experience in Security Supervisory level. Experience in the following specific fields of security: Physical Security, Information Security, Security Investigation, Occupational Health and Safety (OHS) and Competence which include the following: Human relations, people management and empowerment skills. Financial management and budgeting skills, client orientation and customer focus. Communication (verbal, written and presentation) skills. Policy analysis and development skills. Computer literacy and ability to train people. A valid driver’s license.

DUTIES: The successful candidate: Will be responsible for: Assisting in developing, implementing and monitoring security, health and safety and security policies and procedures. Assist in developing OPSC security plan and designing security breach monitoring system. Advice the Assistant Director: Security Services on the amendments to security, health and safety policies. Identify all risks and threats to security of the OPSC as well as vulnerability in the OPSC’s capacity. Creating, developing and maintaining training sessions of all officials. Run a security, health and safety awareness programme. Assist with monitoring the extent of adherence/compliance to the security, health and safety policies. Coordinate the process of vetting to all officials that have access to sensitive information of the OPSC. Advice on corrective/disciplinary steps in case of none compliance in line with OPSC’s disciplinary code. Conduct physical security appraisals and ensuring proper implementation of recommendations, in consultation with the Assistance Director: Security Services. Liaise with relevant stakeholder i.e. State Security Agency (SSA), South African Police Services (SAPS), Private Security Industry Regulatory Authority (PSIRA), disaster management, etc. on all security related matters. Supervise Security Officers and support staff.

ENQUIRIES: MR F Thabethe Tel No: 012 352 1140
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: 02 March 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 will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 07/26: INTERNAL CONTROL CLERK REF NO 011/2018
Sub-Directorate: Financial Accounting

SALARY: R152 862. – R180 063. per annum (Level 5) plus benefits
CENTRE: Pretoria
REQUIREMENTS: Grade 12 Certificate with 1 year appropriate experience or A relevant 3 year tertiary qualification (NQF 6) with no experience. Courses in government financial management will serve as an added advantage. Must have extensive knowledge and experience of BAS and Persal, good planning and report writing skills, high level of computer literacy. Must have organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality. Must be able to work under pressure and be able to interpret relevant policies.

DUTIES: The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails maintaining and
ensuring good batch/document control. Verify the compliance of batches with policies and procedures. Identify and register irregular expenditure. Receive and register all invoices on the tracking system. Monitor the tracking system to ensure the timely payment of invoices. Report on Internal control findings. Reconcile payments with reports. Handle internal and external enquiries. Assist in the preparation of documentation for Loss Control Committee meetings. 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.

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

OTHER POSTS

POST 07/27: BRANCH COORDINATOR: EMPLOYMENT OF CONDITIONS OF SERVICE
REF: DPSA18/004

Purpose: To provide effective and efficient office management, administrative support and coordination for the Office of the DDG and the Branch.

SALARY: An all-inclusive remuneration package of R657 558. per annum (Level 11). Annual progression up to maximum salary of R774 576 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate B Degree or equivalent qualification at (NQF level 7) in Public Administration or related qualification, 3-5 years’ experience in administration. Proven experience in managerial support. Good interpersonal skills. Experience in financial management. Communication, organising and programme co-ordination skills. Computer literacy/typing skills. Good office administration and report writing. Good decision-making skills/ a self-starter. Willingness to work after hours when needed. Knowledge of strategic planning framework of government. Research skills.

DUTIES: Deal with the day-to-day management of the office. Co-ordinate the workflow within the branch between various divisions. Manage communication and
correspondence with internal and external clients. Draft correspondence (letters, reports, memoranda and submissions). Manage and control budget of the branch effectively and efficiently. Liaise with SMS members in the branch and the office of the DDG. Monitor policy and project implementation in general. Prepare and submit reports for the Branch in consultation with component Heads. Work within a matrix with other Branch Co-ordinators. Co-ordinate the branch strategic plans and conduct research. Monitor and report against Branch Operational Plans. Respond to matters on behalf of the DDG. Co-ordinate and maintain a minute register of all senior management meetings of the Branch. Represent the Branch or DDG in internal and external meetings. Manage and maintain a database, filing system, record keeping and institutional memory of the branch.

ENQUIRIES

NOTE

Please 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. 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.

POST 07/28

LEGAL ADMINISTRATION OFFICER X3 REF: DPSA18/003

Purpose: To render reliable, efficient and effective legal advisory support service to the Chief Director: Legal Services of the Legal Services Component in an objective manner in the form of written opinions, submissions and agreements; and assist with the implementation of the applicable legislation through workshops, research and projects.

SALARY

R202 632. per annum (MR 2-3). An annual progression up to maximum salary of R258 672 is possible, subjected to satisfactory performance.

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate SAQA recognised undergraduate qualification with an LLB Degree (at NQF 7) or equivalent four years’ Legal qualification, plus at least 1 to 7 years’ appropriate/recognisable legal experience after obtaining the relevant legal qualification. Good knowledge of the South African legal system, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; Ability to conduct legal research and to work independently; Good interpersonal, problem solving, and dispute resolution skills; Computer literate. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act and Public Finance Management Act is required. Good communication and writing skills and willingness to travel is essential. Knowledge of labour related legislation and policies will be an added advantage.

DUTIES

The successful candidate will provide professional legal support and advice to the Department and Ministry. Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters, including matters related to state losses and liabilities. Scrutinise legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Scrutinise draft international agreements and comply with the prescribed procedure for the conclusion of international agreements. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department.

ENQUIRIES

NOTE

Please 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. 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.
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: 02 March 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. It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

ERRATUM: Kindly note that the post of Assistant Director: Human Resource Development Ref No: 2018/41 with the closing date 23 February 2018 published in vacancy circular 06 dated 09 February 2018, has been amended as follows: Salary Notch R417 552 per annum and also the Requirements has been amended as follows: A three year tertiary qualification in Human Resource/Public Management or equivalent qualification in Social Science/ Management Science (NQF Level 6). Appropriate experience in Human Resource Training & Development. Knowledge and understanding of Skills Development Act, OHSA, BCEA, PFMA, LRA, PSA etc. Conflict & Mediation management skills. Good Communication, Presentation and Facilitation skills. Computer Literacy. Valid Driver’s license.

OTHER POST

POST 07/29: DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2018/44

PMTE: Finance and SCM (24 months contract)

SALARY: All-inclusive salary package of R779 295 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Pretoria Regional Office

REQUIREMENTS: A three year tertiary qualifications in Financial Accounting or equivalent qualification plus relevant finance experience. Audit articles will be advantage. Willingness to travel with a valid driver’s licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Knowledge or experience in lease accounting will be an advantage. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES: Management of production, incidental and administration of lease accounts and lease register, including monthly monitoring of lease expenditure. Assisting in reviewing efficiency and effectiveness of systems of internal controls in the region in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for
financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, leases expenses, immovable assets and project related expenses). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Develop and monitor audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting, maintenance budget reporting. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate’s supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES: Ms Sandra Stipec, Tel (012) 406 1863
ANNEXURE N

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.

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

CLOSING DATE : 02 March 2018 at 16:00

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security 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. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 07/30 : DISTRICT DIRECTOR

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

CENTRE : Chief Directorate: Provincial Shared Service Centre: Gauteng (Ref No: 3/2/1/2018/041 Sedibeng/West Rand)
Chief Directorate: Provincial Shared Service Centre: North West (Ref No: 3/2/1/2018/042 Dr Ruth Segomotsi Mompati)
Chief Directorate: Provincial Shared Service Centre: Mpumalanga (Ref No: 3/2/1/2018/048 Ehlanzeni)
Chief Directorate: Provincial Shared Service Centre: Free State (Ref No: 3/2/1/2018/053 Lejweleputwa/Fezile Dabi, Ref No: 3/2/1/2018/054 Thabo Mofutsanyane)
Chief Directorate: Provincial Shared Service Centre: Eastern Cape (Ref No: 3/2/1/2018/055 Amathole, Ref No: 3/2/1/2018/056 Chris Hani, Ref No: 3/2/1/2018/057 Or Tambo/Alfred Nzo, Ref No: 3/2/1/2018/058 Joe Gqabi)
Chief Directorate: Provincial Shared Service Centre: Western Cape (Ref No: 3/2/1/2018/059 Cape Winelands/Overberg)
Chief Directorate: Provincial Shared Service Centre: Northern Cape (Ref No: 3/2/1/2018/060 Zf Mgcawu/Pixley Ka Seme, Ref No: 3/2/1/2018/061 Franses Baard/John Taole Gaetsewe, Ref No: 3/2/1/2018/062 Namakwa)

REQUIREMENTS : An NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A diploma or a six (6) month project management certificate or project management as a B Degree major subject. 5 years of experience at a middle management level within a project management environment. A thorough understanding of project management. Experience in the implementation and


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

OTHER POSTS

POST 07/31: PROFESSIONAL CONSTRUCTION PROJECT MANAGER (REF NO: 3/2/1/2018/038)
Directorate: Rural Infrastructure Development

SALARY: The salary will be between R637 875 - R977 883 per annum in accordance with the OSD

CENTRE: Eastern Cape (Amathole District)

REQUIREMENTS: National Higher Diploma (Built Environment field) with a minimum of 4 years and 6 months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in Built Environment with a minimum of 3 years experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Job related knowledge: Programme and Project management, Project principles and methodologies, Knowledge in research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Knowledge of legal compliance. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Conflict management, Problem solving analysis, People management. A valid driver’s license (code 08).

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. Manage human capital development.
Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Manage office administration tasks and budget planning. Provide inputs to other professionals and 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. Conduct research and development of new technologies and systems. 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.

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

**POST 07/32:** SENIOR PROJECT OFFICER: Recapitalization (REF NO: 3/2/1/2018/039)

**Directorate:** Strategic Land Acquisition

**SALARY:** R281 418 per annum (Level 8)

**CENTRE:** Eastern Cape (Alfred Nzo District)

**REQUIREMENTS:** Bachelor Degree/National Diploma in Agricultural studies or equivalent. Post Graduate Degree in Agriculture will be an added advantage. 2-3 years relevant 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 Patch etc. Corporate Governance. Job 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 recapitalisation business plans. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Establish committees within recapitalisation project areas of responsibility. Maintain accurate and accessible recapitalisation project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalization projects support requirements.

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

**POST 07/33:** SENIOR PROJECT OFFICER: Recapitalization (REF NO: 3/2/1/2018/040)

**Directorate:** Strategic Land Acquisition

**SALARY:** R281 418 per annum (Level 8)

**CENTRE:** Eastern Cape (Or Tambo District)

**REQUIREMENTS:** Bachelor Degree/National Diploma in Agricultural studies or equivalent. Post Graduate Degree in Agriculture will be an added advantage. 2-3 years relevant 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 Patch etc. Corporate Governance. Job 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 recapitalisation business plans. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Establish committees within recapitalisation project areas of responsibility. Maintain accurate and accessible recapitalisation project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalization projects support requirements.
project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalization projects support requirements.

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

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 : 02 March 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 POST

POST 07/34 : TRAVEL COORDINATOR, REF NO: SCM 01/18

SALARY : R226 611 per annum (Excluding benefits).

CENTRE : Pretoria

REQUIREMENTS : A 3 year tertiary qualification in Travel and or Tourism/Hospitality Management (National Diploma/Bachelor’s Degree). Minimum of 2 years working experience Travel Management. Computer literacy (MS Office packages) and working knowledge of travel booking systems. Valid driver’s license will be an added advantage.

DUTIES : The incumbent will be expected to advise on and provide inputs into the review of travel policies and procedures. Present workshops and prepare information circulars to raise awareness on travel policy and procedures. Monitor travel policy and procedures. Coordinate travel services in DSBD. Reconcile traveling bookings made against traveling bookings utilised and recover expenses from the budget of the units responsible. Confirm availability of budget from the unit’s requesting bookings. Maintain travel management records. Track and follow-up on payments. Communicate with customers and service providers. Prepare monthly reports on travel.

ENQUIRIES : Ms M Rasebopye 012 394 3513

NOTE : EE Requirements: Preference will be given to Colored Females / Colored Males/ White Males/White Females and People with a disability.
ANNEXURE P

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS : Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

CLOSING DATE : 26 February 2018

NOTE : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers and must be accompanied by a comprehensive CV. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. the dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 07/35 : CHIEF DIRECTOR: EXPORT PROMOTION & MARKETING REF NO: TISA/EP & DEV 001

SALARY : All-inclusive remuneration package of R1 127 334 per annum, Level 14
CENTRE : Pretoria
REQUIREMENTS : Mandatory requirements: An Undergraduate Qualification (NQF 7) in Business Management / Investment/ Finance/ Economics / Marketing. 5 years’ relevant Senior Managerial experience in the private or public sector in the Industry/ Marketing / Finance or Export Promotion and Development environment. Key requirements: Knowledge of the relevant economic sectors as defined by the NDP, IPAP, Intergrated National Export Strategy, New Growth Path and Nine Point Plan. Strategic leadership skills. Knowledge of International Trade Policy. Policy development skills. Export promotion skills. Project Management skills.
DUTIES : Develop and implement the Integrated National Export Strategy, the Diversification Strategy and the Regional Strategy. Prioritise and position South African companies in accordance with South Africa’s Market Diversification Strategy. Monitoring and implementation of a well-defined Services Strategy for export opportunities. Develop and integrate marketing programmes through the dti’s global Foreign Office networks. Engage with local and foreign private sector companies within industry at executive levels and manage internal and external stakeholders. Effectively manage the financial and human resources in the business unit. Direct the development of programmes for the potential and emerging exports identified as export ready. Monitoring and Evaluation of implementation plans in the Chief Directorate.

NOTE : Employment Equity: In terms of the dti’s EE requirements, female candidates as well as people with disabilities will be given preference

POST 07/36 : DIRECTOR: PERFORMANCE AND IT AUDITING REF NO: ODG/AUDIT 022

SALARY : All-inclusive salary package of R948 174. per annum, Level 13
CENTRE : Pretoria
REQUIREMENTS : Mandatory requirements: B Compt; B.com; BSC (Computer Science); B.com (Business Information Systems). At least 5 years’ middle management experience in managing performance and /or IT audits. Key requirements: CIA, CISA; CGEIT
designations or studying towards CIA or CISA and further studies in Performance and IT Auditing will be an added advantage. Experience in drafting performance and/or IT audit reports. Experience in using Teammate.

**DUTIES**

Oversee the analysis, scope, budget and work schedule allocation of performance audits per the Internal Audit Coverage Plan. Review and approve the planned audit scope, work schedule allocation and budgets of IT audits per the Internal Audit Coverage Plan. Develop a business plan relating to performance and IT audits as well as a budget in line with strategic reporting guidelines. Prepare an Internal Audit Coverage Plan, based on risk assessment, previous Performance and IT Audits Results. Review draft IT and performance audit reports (enough evidence to support findings). Review of IT & Performance Audit Methodologies every 2 years. Approve / Not approve (As part of the Steering Committee) the focus area and criteria from the Steering Committee – in relation to performance audits in particular performance audit methodology. Review (2nd level reviewing) the work plan, audit execution and work papers on a regular basis. Review the factual correctness of the IT and Performance Audit findings reports (Review on Teammate, IT Audit, and work papers). Finalise the Audit reports and cover letters, and ensures that exit meetings with clients have taken place before the report is signed off. Submit the report with management comments to the Director-General. Ensure that a client satisfaction survey is completed for each audit. Provide guidance to the AC Members on IA Processes, procedures and latest developments. Manage the MPAT audit process for the dti. Co-Ordinate, develop and compile the AC Self-Assessment. Attend meetings and advise on internal control management matters. Manage the consultants / clients relationships for all IT and Performance audits. Prepare and Review audit pack documentation relating to Performance and IT Audits. Perform secretarial functions for the pre-audit committee meetings. Present audit reports during the audit – committee meetings. On the job training of subordinates. Teammate training. ACL, use of CAATS in IT

**NOTE**

In terms of the dti’s EE requirements, African candidates, Coloured and Indian Male candidates and persons with disabilities are preferred

**POST 07/37**

**DIRECTOR: ACCOMMODATION MANAGEMENT SERVICES**

**REF NO:** GSSSD/AMS 002.1

**SALARY**

All-inclusive salary package of R948 174. per annum, Level 13

**CENTRE**

Pretoria

**REQUIREMENTS**

Mandatory requirements: A three year qualification (NQF level 7) in Facility Management, Construction, Engineering or similar field. A minimum of 5 years’ middle / senior management experience in facility management field Key requirements: Knowledge of and experience in OHSA, Disaster Management Act, National Environmental Management Act, PPP Concepts, Contract Management, Project Management (registered), quantity surveying, risk management (insurance and transfer), space planning. Sound knowledge of, inter alia, the PFMA, Public Service Act, ISO 9000, ISO 14000 and ISO 18000 series. Results-driven with a deeply felt commitment to customer service delivery and innovation. Due to nature of the work (oversight over the dti security vetting unit), the appointment of the ideal candidate will be subject to successful security clearance and the candidate must have no criminal record.

**DUTIES**

Advise on policies and procedures regarding Accommodation Management (AMS) to management; space optimisation strategies, facility maintenance oversight, service offerings by the concessionaire party, utility usage optimisation (energy, water, waste and recycling), leases to regional offices and fit-out and liaison with DPW Service level agreement management (customer focus) and contract management of the public private partnership (the dti campus), partnership management - including resolving of disputes, compliance, risk transfer and value for money in alignment with NTR and PPP agreement, lease agreements for regional offices. Determine the strategies of and manage the AMS Unit in line with PPP agreement, ISO standards. Customer liaison and management (the dti agencies occupying space on campus). Legal compliance to OHSA, DMA, NEMA, Council By-laws, Minimum Information Security Standards (MISS). 3rd party revenue facility of campus (revenue optimisation, retail function). Project management, construction/QS oversight on variation orders/construction activities
on campus or in regional offices. Campus and regional office physical security (oversight/actual, investigations and protection of assets), information security management (security vetting, NIA, MISS compliance facilitation and enforcement) and insurance claims.

**NOTE**: In terms of the dti’s EE requirements preference will be given to African, Coloured and Indian candidates as well as people with disabilities.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

Department of Education 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 : Should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

FOR ATTENTION : Mrs. NT Sipahlanga

CLOSING DATE : 02 March 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 Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS 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. All SMS appointments are subject to a competency assessment. 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).

NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply to SMS positions

MANAGEMENT ECHELON

POST 07/38 : DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING, EVALUATION AND MONITORING REF NO EDU 01/02/2018

SALARY : R1 299 501 – R1 463 892 per annum (Level 15)

CENTRE : Head Office – Zwelitsha

**DUTIES**

Support the head of department and executive managers with the development of the departmental Strategic Plan and annual performance plans, the monitoring of the performance thereof and reporting thereon. Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Service Act, 1994, the Employment of Educators Act, 1998 and the Public Finance Management Act, 1999 to ensure the effective, efficient and economical utilization of the department’s human capital and knowledge/technology management infrastructure resources. Strategically direct infrastructure development and maintenance processes to ensure the provisioning of education to learners in a safe and fit-for-purpose environment standards. Account for the effective, efficient and economical performance of the departmental human resource management and staff utilisation systems. Manage and account for the development and implementation of the Department’s Information Technology Master Plan and the roll-out of educational IT solutions. Manage and account for the provisioning of corporate legal services. Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental human capital and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services. Manage the development of the Branch’s Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment. Provide technical advice to the head of department pertaining to strategic, and physical resource utilization matters. Represent the strategic intent of the Department in the technical structures of HEADCOM, the DPSA, provincial planning forums as well as stakeholder engagement and bargaining structures. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development staff.

**ENQUIRIES**

Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 07/39**

**DIRECTOR ECD: EARLY CHILDHOOD DEVELOPMENT REF NO EDU 02/02/2018**

**SALARY**

R948 174. – R1 116 918. per Annum (Level 13)

**CENTRE**

Head Office - Zwelitsha

**REQUIREMENTS**

An appropriate, recognised NQF Level 7 qualification in education or related field, and a minimum of 5 years’ experience at middle management level in the field. Good knowledge of relevant Education Legislation, Regulations and Acts, and knowledge and understanding of White Paper on Early Childhood Education. A relevant post-graduate qualification will be an added advantage. Proven management skills in education management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills, presentation, negotiation, operational systems development, conflict and project management skills. A sound & extensive knowledge and understanding of local and global trends in Governance, Training and Development practices within Public Ordinary Schools. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Knowledge of: Admission Processes, data analysis, Matrix Management, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver’s license.

**DUTIES**

To coordinate and support the development of institutions to facilitate improvement of learner’s educational experience in the GET/ECD Band. Coordinating the effective functioning of schools in the GET/ECD band and integrated ECD service throughout the province. Building effective democratic and accessible schools for learners. Ensuring functional schools within GET/ECD sector. Develop and implement a funding strategy for GET/ECD band. Ensuring the implementation of all national policies in education. Monitor the implementation of policy, planning and evaluation of all activities. Establish a procurement plan and ensure timeous deployment of all capital infrastructure as well as capital equipment, materials and consumables. Develop an ECD training framework for Grade R and Pre – Grade R Practitioners, including Pre – Service and In – Service Programmes. Quality assure the training of ECD Practitioners. Manage the development and
implementation of policies and procedures. Implement, monitor and maintain ECDoE policies and procedures and ensure alignment with operations policy and statutory policy. Manage all resources of the directorate as per the relevant Public Service Acts and policies.

ENQUIRIES: Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

OTHER POSTS

POST 07/40: SENIOR LEGAL ADMINISTRATION OFFICER MR5 REF NO EDU 03/02/2018

SALARY: R420 909 – R1 023 054 (OSD)
CENTRE: Head Office – Educational Leadership Institute (East London)
REQUIREMENTS: An LLB. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential
DUTIES: To render legal advisory services to the Department of Education (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQUIRIES: Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/41: ADMIN OFFICER: ARCHIVING AND WAREHOUSING REF NO EDU 04/02/2018

SALARY: R226 611 – R266 943 (Level 07)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: NQF 6 (360 credits) in Public Administration or relevant qualification with 2 years’ auxiliary or fleet management experience or Grade 12 with 5 years relevant asset management experience. Computer literate with advanced knowledge of Ms Word, Ms Excel and Ms Powerpoint. Knowledge of asset management with regards to LOGIS system will be an added advantage. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people’s relation skills. Ability to work under pressure
DUTIES: To undertake the stock taking, verification, capturing and reporting on assets, disposals, additions, donations and loss control. To identify asset misclassification and prepare corrective journals. Updating and monitoring asset register. To prepare monthly asset reconciliations and assist in the compilation of interim and annual financial statements with regard to asset management disclosure notes and reports. Rendering of support to District Offices, staff management. To supervise the asset management administrative team.

ENQUIRIES: Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/42: PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT REF NO EDU 05/02/2018 (3 POSTS)

SALARY: R226 611-R266 943 (Level 07)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: NQF 6 (360 credits) in Public Administration or relevant qualification with 2 year’s auxiliary or fleet management experience or Grade 12 with 5 years relevant
auxiliary or fleet management experience. Experience in managing departmental accounts such as telephone account, electricity account, cellphone accounts and other auxiliary services such as cleaning, gardening and security services. Good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Good supervisory skills. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people’s relation skills, ability to work under pressure.

**DUTIES**
Supervise the daily activities of the Cleaners and the General Assistants. Compile a substitution roster in case of sick/absent officials. Conduct random inspections of all areas allocated to the Support staff to monitor the cleanliness of the building. Monitoring adherence to cleaning procedures for officials randomly on a weekly basis. Compile a weekly report for inspections. Ensure that the procured Stock and equipment is well managed and distributed. Complete and update the inventory monthly. Ensure compliance to Occupational Health and Safety policy and procedures and provide feedback thereof. Waste Paper Management. Daily management of the attendance register. Registry And Photocopying Machine Management. Ensure that the meter readings are captured and verified on a monthly basis. Ensure that the service provider invoices are paid monthly, and they correspond with the meter readings captured. Compile weekly, monthly and quarterly reports. Compile the Operational and Procurement Plan for the unit. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that requisition forms are completed and track the progress of the procured material weekly.

**ENQUIRIES**
Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 07/43**
PROVISIONING ADMIN OFFICER: FLEET MANAGEMENT SERVICES REF NO EDU 06/02/2018 (2 POSTS)

**SALARY**
R226 611-R266 943 (Level 07)

**CENTRE**
Head Office – Zwelitsha

**REQUIREMENTS**
NQF 6 (360 credits) in Public Administration or relevant qualification with 2 years fleet management experience or Grade 12 with 5 years relevant fleet management experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people’s relation skills, ability to work under pressure.

**DUTIES**
Conduct inspections of all vehicles on issue and return of vehicles. Monitoring adherence to fleet management policy and procedures. Ensure and mitigate misuse and abuse of departmental vehicles. Facilitate subsidy applications for qualifying officials. Management the fleet management invoices and ensure all received invoices are paid within 30 days. Management and monitor the vehicle tracking system and report on all incidents of misuse. Facilitate and assist in the management of loss or accidents reports. Conduct monthly meetings with the unit officials and or district officials. Provide feedback regarding problem resolutions. Daily management of departmental fleet. Conduct physical verification of vehicles as required by policy. Ensure that the service provider invoices are paid monthly. Compile weekly, monthly and quarterly reports. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that trip authorization forms are completed prior to the issuing of vehicles.

**ENQUIRIES**
Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
POST 07/44 : HR CLERKS: PERSAL RESTORATION AND CAPPED LEAVE AUDIT X 18 REF NO EDU 07/02/2018 (ONE YEAR CONTRACT)  
Re-Advertisement  

SALARY : R142 461 180 063 per annum (Level 05)  
CENTRE : East London.  
REQUIREMENTS : Grade 12 or equivalent with 3 – 5 years’ experience Human resource administration work required. A NQF 6 (360 credits) in HRM will be added advantage. Must be computer literate. Experience in working on PERSAL. Knowledge and understanding of records management and archives policies, procedures and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail. A valid driver’s license will be a recommendation.  
DUTIES : Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records;  
ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).  

POST 07/45 : MESSENGER/ DRIVER – FLEET MANAGEMENT REF NO EDU 08/02/2018  

SALARY : R107 886. – R127 086. per Annum (Level 3)  
CENTRE : Head Office – Zwelitsha  
REQUIREMENTS : Grade 10 qualification with 7-12 months relevant experience, Code 8 valid Driver’s License, Knowledge of the city (ies) in which the functions will be performed. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. Knowledge of the procedures to operate the motor vehicle e.g procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.  
DUTIES : Deliver and fetch correspondence. Transporting of personnel and guests. Fueling the vehicles. Driving for officials to other departments, Airport, workshops, meetings etc. Collecting mail from the Post Office. Management of the log book, preparing accident and incident reports as necessary. Assisting passengers and handicap guest in and out of the vehicle. Keep the assigned vehicle (s) clean inside and outside. Assist with any other tasks that may be assigned to you from time to time.  
ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).  

DEPARTMENT OF HEALTH  

CLOSING DATE : 02 March 2018  
NOTE : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s),Identity document (certified in 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 dept. 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

Applications directed to the addresses as indicated below or Hand Delivered as indicated below:

Post to: Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office, Old Department of Education Office, Global Life Building, Independence Avenue, Bhisho, 5605.

Post to: Human Resource Office, P/Bag X0038, Bhisho Hospital, Bhisho 5605 or Hand delivery Human Resource Office, Bhisho Hospital, Komga Road, Tel No: 040 635 2950/5.

Post to: Human Resource Office, Frere Hospital, Private bag X9047, East London, 5200 Enquiries: Ms N Mthitshana Tel No 043 709 2487/2532.

Post to: Human Resource Office, Madzikane Ka Zulu Hospital, Private Bag X 9002, Mount Frere, 5090. Enquiries Mr P Sigola Tel No 039 255 8204.

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

Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 Enquiries: Ms Solwandle – Tel: 082 420 7172.

Post to: HR Office Mthatha Regional Hospital Private bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital Enquiries: Ms Mkhosi Tel No 047 502 4143/4008.

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

Post to: Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No 047 5480022.

Post to: Human Resource Office, Elliot Hospital, PO Box 523 Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear road, Elliot, 5460 Enquiries: Ms NB Puza Tel No 045 931 1321

Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, Cradock, 5880. Enquiries: Ms C O Van Heerden Tel No 048 881 2921.

Post to: Human Resource Office, Lukhanji Sub District (Ilinge), Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.


Post to: Livingstone Tertiary Hospital, The Human Resource Manager, Recruitment Section, Private Bag x Korsten, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth.

Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquiries: Ms J Sentile – Tel no 047 874 8000. 1122

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

OTHER POSTS

POST 07/46

OFFICE MANAGER: OFFICE OF THE FINANCIAL OFFICER - REF NO. ECHEALTH/OMS/HO/02/02/2018

SALARY: R657 558 – R774 576 per annum (Level 11)
CENTRE: Bhisho, Head Office
REQUIREMENTS: National Diploma/Degree in Office Management or relevant qualification with three to five years’ management experience in the related field. Degree in Finance (NQF

**DUTIES**

- Provide strategic leadership and plays an oversight role in the activities of the Chief Financial Officer’s Office. Manage and coordinate administrative activities or tasks. Manage the Manager’s and that of the chief directorate diary and year planner. Manage, organize, distribute and track correspondence of the chief directorate. Organize the Chief Financial Officer’s office environment. Maintain manager’s filing system. Ensure safe and secured confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Financial Officer’s office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the branch. Coordinate Planning process, leave management and general office administration of the Chief Financial Officer. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the chief directorate’s events, meetings and other statutory bodies’ gatherings. Any other duties as may be assigned from time to time by the Chief Financial Officer.

**ENQUIRIES**

Mr S Kaye Tel No 040 608 1227/1228

**POST 07/47**

CHIEF ARTISAN GRADE A (PLUMBER) REF NO. ECHEALTH/LTH/CAP/02/02/2018

**SALARY**

R343 329 – R392 547 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**


**DUTIES**

To do all plumbing maintenance requirements and installations in the hospital. Ordering and managing material related to plumbing and / or building trade. Ensure a safe working environment as according to OSH Act. Monitor and enhance the development of the General Assistants.

**ENQUIRIES**

Mr. E Gouws Tel No 083 378 1986

**POST 07/48**

IT TECHNICIAN REF NO. ECHEALTH/ITT/FH/02/02/2018

**SALARY**

R226 611- R266 943 per annum (Level 7)

**CENTRE**

Buffalo City Metro, Frere Hospital

**REQUIREMENTS**

National Diploma/Degree in Information Technology like A+, N+, MCSE coupled with at least 4 years working experience in this field. Technical knowledge and experience of the following is strongly recommended: Routers, hubs, switches, network protocols as well as knowledge and experience in supporting Microsoft/Linux environments. Sound knowledge supporting governmental transversal systems namely BAS, Persal and Logis will be an added benefit. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver license.

**DUTIES**

The successful candidate will be responsible for Installation, configuration and support of network servers, computer equipment and computer applications.
Repair of computer equipment like servers, PC’S and printers. Rendering backup services. Render support service to users. Manage IT Resources. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones. Provide support on patient management systems, transversal systems etc.

ENQUIRIES : Ms N Mthitshana Tel No 043 709 2487/2532.
POST 07/49 : LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/MAKZH/02/02/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Alfred Nzo District, Madzikane Ka Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management/Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.


ENQUIRIES : Mr P Sigola Tel No 039 255 8204
POST 07/50 : SENIOR LAUNDRY SUPERVISOR REF NO.ECHEALTH/LTH/SLSUP/02/02/2018

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Grade 12 plus 3 year’s relevant experience in Laundry in the Public Sector. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team. Good labour relations and conflict management and resolution skills. Knowledge of Human resource and finance management prescripts regarding management of staff and other resources. Must be able to work shifts, week-ends and public holidays.

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

ENQUIRIES : Mr M. Gqotana Tel no 083 378 1482
POST 07/51 : OPD CLERK REF NO. ECHEALTH/OPDC/FTH/02/02/2018

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE : Amathole District, Komga Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Numeracy, Planning & Organizing, Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills.

DUTIES : Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also
assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, Provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel. Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

**ENQUIRIES**
Ms T Lali Tel no 043 831 1013

**POST 07/52**
**HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS/ BH/02/02/2018**

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

**CENTRE**
OR Tambo District, Bambisana Hospital

**REQUIREMENTS**
Grade 12 with 3-5 years’ work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

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

**ENQUIRIES**
Mr S Mahlangeni Tel no 039 253 7262/0835860659

**POST 07/53**
**LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/CH/02/02/2018**

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

**CENTRE**
Chris Hani, Cala Hospital

**REQUIREMENTS**
Grade 12 with 2-3 year’s relevant experience in the Public Sector. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

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

**ENQUIRIES**
Ms Z Sentile – Tel No 047 874 8000
POST 07/54: FOOD SERVICE AID REF NO. ECHEALTH/FSA/BH/02/02/2018

SALARY: R90 234 – R106 290 per annum (Level 2)
CENTRE: OR Tambo District, Bambisana Hospital
REQUIREMENTS: Grade 10 or Abet or equivalent qualifications with 0-2 years experience. Knowledge of Food Service & food Preparation. Operation of food processing equipment, basic Health & safety measures. Health environment, hygiene & bacterial contamination control measures. Basic literacy Ability to operate food processing equipment, Measure accurately.
DUTIES: Render catering services. Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safety and hygienic environment: Collect used cutlery and crockery from wards and other services area. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafely situation to the supervisor.
ENQUIRIES: Mr S Mahlangeni Tel no 039 253 7262/0835860659

POST 07/55: GENERAL WORKER REF NO. ECHEALTH/GW/BH/02/02/2018

SALARY: R90 234-R106 290 per annum (Level 2)
CENTRE: OR Tambo District, Bambisana Hospital
REQUIREMENTS: Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
ENQUIRIES: Mr S Mahlangeni Tel no 039 253 7262/0835860659

POST 07/56: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/CH/02/02/2018

SALARY: R90 234 - R106 290 per annum (Level 2)
CENTRE: OR Tambo District, Canzibe Hospital
REQUIREMENTS: ABET/Grade 10 or equivalent qualification. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and
plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES: Ms Solwandle Tel No 082 420 7172

POST 07/57: GENERAL WORKER REF NO. ECHEALTH/GW/MRH/02/02/2018 (2 POSTS)

SALARY: R90 234-R106 290 per annum (Level 2)
CENTRE: OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS: Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms Mkhosi Tel No 047 502 4143/4008

POST 07/58: GENERAL WORKER REF NO. ECHEALTH/GW/STEH/02/02/2018 (8 POSTS)

SALARY: R90 234-R106 290 per annum (Level 2)
CENTRE: OR Tambo District, St Elizabeth Hospital
REQUIREMENTS: Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Mr M Nozaza Tel No 039 253 5012

POST 07/59: PORTER REF NO. ECHEALTH/POR/ STEH/02/02/2018

SALARY: R90 234 - R106 290 per annum (Level 2)
CENTRE: OR Tambo District, St Elizabeth Hospital
**REQUIREMENTS**: ABET/Grade 10 or equivalent with 0-2 years’ experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES**: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchair after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**ENQUIRIES**

Mr M Nozaza Tel No 039 253 5012

**POST 07/60**: FOOD SERVICE AID REF NO. ECHEALTH/FSAID/STEH/02/01/2018

**SALARY**: R90 234 - R106 290 per annum (Level 2)

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

**REQUIREMENTS**: ABET/Grade 10 or equivalent with 0-2 years’ experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES**: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchair after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**ENQUIRIES**

Mr M Nozaza Tel No 039 253 5012

**POST 07/61**: HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/ASH/02/02/2018 (2 POSTS)

**SALARY**: R90 234 - R106 290 per annum (Level 2)

**CENTRE**: Chris Hani District, All Saints Hospital

**REQUIREMENTS**: ABET OR Grade 10 with 0-2 years’ work experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

**DUTIES**: Provide cleaning services: clean all the designated areas such as ward bed/ side, doctors room, change room, toilets. Clean all items such as windows, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygiene standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

**ENQUIRIES**

Ms N. Matala Tel No 047 5480022
POST 07/62: **HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/CH/02/02/2018**

**SALARY:** R90 234 –R106 290 per annum (Level 2)

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

**REQUIREMENTS:** ABET OR Grade 10 with 0-2 years' work experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

**DUTIES:** Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

**ENQUIRIES:** Ms Z Sentile – Tel No 047 874 8000

POST 07/63: **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ELH/02/02/2018**

**SALARY:** R90 234-R106 290 per annum (Level 2)

**CENTRE:** Inxuba Yethemba Sub-district, Eluxolweni Clinic

**REQUIREMENTS:** Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


**ENQUIRIES:** Ms G.O Van Heerden Tel No 048 881 2921

POST 07/64: **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IY-MC/02/02/2018**

**SALARY:** R90 234-R106 290 per annum (Level 2)

**CENTRE:** Inxuba Yethemba Sub-district, Midros Clinic

**REQUIREMENTS:** Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


**ENQUIRIES:** Ms G.O Van Heerden Tel No 048 881 2921
POST 07/65 : PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/SH/02/02/2018

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Lukhanji Sub-District, Sada Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES : Ms M Tweni Tel No 045 807 8908

POST 07/66 : PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IY-NC/02/02/2018

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Intsika Yethu Sub-district, Ngxabangu Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES : Ms A Mabentsela – Tel No 047 874 0079

POST 07/67 : PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IY-NC/02/02/2018

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Intsika Yethu Sub-district, Ntshingeni Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES : Ms A Mabentsela – Tel No 047 874 0079

POST 07/68 : FOOD SERVICE AID REF NO. ECHEALTH/FSA/EH/02/02/2018

SALARY : R90234 - R106 290 per annum (Level 2)
CENTRE : Chris Hani District, Elliot Hospital
REQUIREMENTS : Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES: Ms NB Puza Tel No 045 931 1321

OFFICE OF THE PREMIER
The Office of The Premier in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

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

CLOSING DATE: 02 March 2018

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

MANAGEMENT ECHELON

POST 07/69: DIRECTOR: ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT

SALARY: R948 174. Level 13 per annum (all–inclusive package)
CENTRE: Bhisho (Head Office)
REQUIREMENTS: A SAQA recognized NQF Level 7 qualification in Industrial Engineering/Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years’
experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.

**DUTIES**
Manage the provision of consultancy services on the development of service delivery models and organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of organisational change and transformation programmes. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**
Mr M Mbangi 040 609 6424

**OTHER POSTS**

**POST 07/70**
**DEPUTY DIRECTOR: RESEARCH & YOUTH MOBILISATION**

**SALARY**
R657 558. Level 11 per annum (all–inclusive package)

**CENTRE**
Bhisho (Head Office)

**REQUIREMENTS**
A B-degree, or equivalent NQF 7 qualification, preferably in Social Sciences or Development Studies. Computer Literacy. A post-graduate qualification in Research or Development Studies will be an added advantage. Minimum of five years of experience in the Public Service / Development field or equivalent environment, at least two of which should be at junior management/ supervisory level. Proven experience in working with various youth stakeholders and delivering results. Minimum three years’ experience working with various youth stakeholders either in government or non-governmental organisation. Proven leadership in a youth environment: governmental or non-governmental. Knowledge of Constitution of the Republic of South Africa, National Youth Policy, National Youth Service Development Framework, Broad Based Economic Empowerment Act, Industrial Policy Action Plan, Youth Employment Accord & Youth Skills Accord. Skills: Excellent verbal and communication skills, strong leadership qualities.

**DUTIES**
Facilitate and co-ordinate research projects that will inform Youth Development and Empowerment programmes in the Province. Co-ordination and implementation of Youth transformation programmes and sector priority projects. Co-ordinate the youth development and empowerment programmes, including youth mainstreaming programmes. Facilitate socio-economic inclusion, capacitation and empowerment of youth in the Province. Co-ordinate and oversee the work of the departments and other agencies on youth programmes. Facilitates monitoring and evaluation of the implementation of youth development and empowerment programmes within Provincial Departments. Develop monitoring and evaluation systems. Facilitates mainstreaming of youth development in provincial departments and at local government level. Co-ordination of youth stakeholders within the provincial and local spheres of government, whilst ensuring strategic links at national level. Facilitates collaboration and partnerships with youth formations and development agencies other Civil Society Structures. Co-ordinates Youth Development Stakeholders in the Province to promote strategic partnerships for youth economic, skills and leadership development.

**ENQUIRIES**
Mr M Mbangi 040 609 6424

**POST 07/71**
**DEPUTY DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT (EXCO & ECONOMIC DEVELOPMENT CLUSTER)**

**SALARY**
R657 558. Level 11 per annum (all–inclusive package)

**CENTRE**
Bhisho (Head Office)

**REQUIREMENTS**
Three year diploma / degree in Public Administration or relevant qualification with a minimum of 5 years appropriate administrative experience in Public Sector of which 3 years’ must have been at the level of an Assistant Manager; a valid driver’s licence.

**DUTIES**
Manage The Provision Of Secretarial Services To The Executive Council : Review draft Agenda for each meeting, Ensure that Cabinet documents to be considered by the Executive Council are received, processed and distributed in a timely and secure manner, Attend and support Assistant Director in the Executive Council meetings, Ensure that the memoranda being submitted by Departments comply
with the Cabinet Handbook guidelines, Review meeting minutes and make necessary corrective amendments, Ensure timeous distribution of action list of decisions taken at the meeting to all relevant parties, Ensure safekeeping of Executive Council documents. Manage The Provision Of Secretarial Services To The Economic Development Cluster: Coordinate meeting invitations to Members, Review the meeting agenda, Receive memoranda and compile meeting document pack, Ensure timeous delivery of meeting packs to members, Review and finalize minutes of the meetings. Manage The Provision Of Secretarial Services To The Economic Development Cabinet Committee: Coordinate meeting invitations to Members, Review the meeting agenda, Receive memoranda and compile meeting document pack, Ensure timeous delivery of meeting packs to members. Compile minutes of the meetings, Review and submit Cabinet Committee Memo to EXCO. Coordination the Verification and Update of Exco Files and Documents: Ensure the resolutions and original documents of the Executive Council are filed in a secure and chronological manner, Overseer the development of a database of Executive Council resolutions and minutes. Extract And Distribute Exco Resolutions And Securely Communicate The Same To Provincial Departments: Extract resolutions after the Executive Council meeting and securely communicate the same to Provincial Departments. Provide Administrative Support To The Unit: Assist and support whenever necessary in the preparation of documentation for Cabinet meetings, Assist and support with logistical arrangements of Cabinet Meetings. Manage Area Of Responsibility: Review Administrative and Secretariat Support (EXCO & Economic Development Cluster and Economic Development Cabinet Committee) Sub-Directorate performance and make recommendations to improve the efficiency and effectiveness. only for highest position in component, Report on Administrative and Secretariat Support (EXCO & Economic Development Cluster and Economic Development Cabinet Committee) Sub-Directorate's information as required by internal and external stakeholders, Supervise and co-ordinate the effective and efficient running and management of the Administrative and Secretariat Support (EXCO & Economic Development Cluster and Economic Development Cabinet Committee) Sub-Directorate; Ensure that performance agreements and development plans are developed and implemented for subordinate(s) within set timeframes ; Ensure that subordinate(s) performance are managed on a daily basis and that Performance Assessments of subordinate(s) in area of responsibility are done timeously and within agreed timeframes; Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure The Implementation And Management Of Risk, Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting, Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts, Ensure the Unit’s assets are managed, maintained and kept safely, Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Mr M Mbangi 040 609 6424
POST 07/72 : ASSISTANT DIRECTOR: ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT
SALARY : R334 545. Level 09 per annum
CENTRE : Bhisho (Head Office)
economic and empowerment development. Broad knowledge of economics, coupled with practical experience in working in related environment. Relevant policies, framework and legislation related to youth development. Project Management. Skills: Research, Analytical / Critical thinking, Complex Problem Solving, Coordination and organizing, Negotiation and communication skills.

**DUTIES**
Coordinate medium and long term youth development interventions, including consolidating the work of the departments on Provincial youth enterprise development programmes and projects: Facilitate identification and implementation of programmes to promote youth economic empowerment and development. Facilitate partnerships with relevant sectors, entities and government departments for identification and implementation of strategic interventions that will promote economic empowerment and development of Youth in the Province. Facilitate support and monitoring of youth economic development projects. Co-ordinate the mainstreaming of youth in the economic sector and in economic activities within the Provincial Administration: Facilitate development of Provincial Youth Enterprise Development strategy or intervention plan; Facilitates implementation of programmes aimed at promoting job access opportunities for the youth including development of strategies aimed at curbing youth involvement in social ills. Establish and manage economic development programmes for the youth in partnership with relevant stakeholders. Monitor the implementation of youth socio-economic empowerment and development programmes within the Provincial Administration: Research and develop provincial baseline data on youth economic development and empowerment. Provide support on the development and implementation of Provincial youth economic development monitoring and evaluation systems. Co-ordinate Provincial departments on youth economic development and empowerment. Co-ordinate and support the Economic Cluster departments on youth socio-economic development and empowerment programmes: Provide support to Provincial Youth Development/ Coordinating forums on youth socio-economic development. Liaise and collaborate with various stakeholders on youth socio-economic development and empowerment.

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

**POST 07/73**
ASSISTANT DIRECTOR: INFORMATION (INTRANET) ARCHITECT
(Re-advertisement)

**SALARY**
R334 545. Level 09 per annum

**CENTRE**
Bhisho (Head Office)

**REQUIREMENTS**
IS-related diploma/degree (NQF level 6-7), with more than five (5), years professional experience, Or Matric with more than ten (10) years professional experience. A minimum of one (1) years’ experience should be in .NET programming. Professional qualification: Microsoft Certified Solution Developer (MCSD): App Builder, with elective, Developing Microsoft SharePoint Server 2013 Advanced Solutions. Microsoft-accredited International certificate only. Finalist candidates without this MCSD certificate will be subjected to the Microsoft Exam 70-489 to assess technical competency in SharePoint development. Key Competencies: Problem Analysis, Self-Management, Technical Proficiency. Skills: Reading comprehension, Analytical/Critical thinking, Complex Problem Solving. Personal Attributes: Attention to detail, Performance Driven, and Confidentiality.

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

**NOTE**
Professional ICT qualifications must be accompanied by information on how to independently validate the qualification/certification. For example, Microsoft certifications have a Microsoft Certified Professional access code and transcript ID.
can be obtained by the candidate and included in the application. Failure to furnish such information may also subject a finalist to a retake of the qualifying exam. Final selection will be derived from a combination of any of the following techniques, including but not limited to: interviews, psychometric tests, in-basket simulations, written tests, assessment centres, review of past accomplishments (performance reviews), and reference-checking.

ENQUIRIES:
Mr M Mbangi 040 609 6424

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

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

FOR ATTENTION:
Ms Bonelwa Ndayi

CLOSING DATE:
02 March 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 of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts; Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 07/74:
CHANGE MANAGEMENT SPECIALIST (CONTRACT): REF NO: PT 01/02/2018
Contract: 1 Year Renewable Annually Based On Performance Up To a Maximum of 3 Years

SALARY:
R948 174 - R1127 334 per annum Level 13-14

CENTRE:
Bhisho: Head office

REQUIREMENTS:
A three year Bachelor’s Degree in Human Resource Management (NQF 7) plus a Postgraduate qualification in Industrial Psychology or similar qualification (NQF Level 8). For a Director the required minimum is 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment. For Chief Director the required minimum experience is 7 years relevant experience, of which five (5) must be in relevant senior management position (Director Level) in Change Management environment.
DUTIES: Facilitate Changes in Technology, Human Behaviour and Processes with Minimal Cost and Disruption to the Department, in a Manner That Enhances and Ensures Achievement and Delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change processes that might be necessary. Oversee and lead the implementation strategy for change processes. Implement the departmental Talent Management Strategy/Framework. Monitor and evaluate the effectiveness and implementation of the Framework within the department.

ENQUIRIES: can be directed to Ms B Ndayi 040 1010 072/071

POST 07/75: DIRECTOR: MACRO ECONOMICS ANALYSIS; REF NO: PT 02/02/2018
This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested)

SALARY: R948 174 per annum Level 13
CENTRE: Bhisho: Head office
REQUIREMENTS: NQF Level 7 i.e. Degree as recognised by SAQA in Economics / Finance Accounting. Postgraduate qualification will be an added advantage coupled with 8-9 years experience in Economics or a related field of which 5 years must have been at middle management level (Deputy Director Level). Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Sound understanding of Economic Theory. Research, Data analysis, Economic analysis, Project Management, Knowledge Management and Information Management. Knowledge & application of PFMA, Strategic Capability and Leadership. Budget and Financial Management. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy. Self-confidence, Analytical Skills, Communication skills (Need to explain complex ideas to people with less technical knowledge). Information Technology and time management skills. Ability to cope with pressure

DUTIES: To Provide Strategic Leadership in Economic Research, Planning and Implementation of a Credible and Sound Budget By: Undertaking socio-economic research and writing reports of findings. Monitoring and forecasting of economic trends. Providing economic advice, recommendations and making presentations. Analyzing and interpreting complicated numerical and financial data. Assessing the economic effects of major National and Provincial events. Advising on potential implications of new policies. Examine the performance of public and private entities and business. Determining and analyzing key economic variables, their inter-relation and relevance for the budget. Determining alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Assessing the impact of previous fiscal policy objectives on selected economic variables. Developing institutional coordination and sector integration. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit’s assets are managed,
maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

ENQUIRIES can be directed to Ms B Ndayi 040 1010 072/071

OTHER POSTS

POST 07/76 : ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT: REF NO: PT 03/02/2018

SALARY : R334 545 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Risk Management / Accounting /Internal Auditing coupled with minimum of three (3) year’s experience in a risk environment at an officer Level (Level 7 or higher). Valid Driver’s licence. Skills And Competencies: Public Finance Management Act, Risk Management Policies, Governance Practices, Internal Control Systems and ability to monitor risk management activities and programmes, Enterprise Risk Management Concepts, frameworks and methodology. Interpersonal, Problem Solving, Interviewing, Leadership Skills, Planning and Organising, Communication Skills (verbal & written) and Computer literacy


ENQUIRIES : can be directed to Ms B Ndayi 040 1010 072/071

POST 07/77 : HUMAN RESOURCE DEVELOPMENT PRACTITIONER: REF NO: PT 04/02/2018

SALARY : R226 611 per annum Level 07
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Human Resource Development or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment. A minimum of two (2) years practical experience in the Human Resource Development environment will be an added advantage. Computer literacy in Microsoft Applications. Skills And Competencies: Computer literacy in Microsoft Applications, particularly Word and Excel; Application of Public
Service legislative framework that governs Human Resource Development, particularly, with regard to the administration of Internships, Learnerships and generic capacity development programmes and, provision of financial assistance for human capacity development; Familiarity with procurement processes and procedures and Budget administration.

**DUTIES**: Coordinate training and development programmes for the department. Facilitate implementation of skills development policies, strategies and plans. Draft WSP (Workplace Skills Plans) and ATR (Annual Training Report). Arrange and/or attend Skills Development meetings, including departmental committees and Provincial HRD Forums. Produce employee training quarterly and annual reports. Coordinate implementation of Induction Programmes. Implement relevant tools for determination of employee training needs. Coordinate and administer bursaries, internship and learnership programmes. Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. Develop and maintain training databases.

**ENQUIRIES**: Can be directed to Ms B Ndayi 040 1010 072/071

**DEPARTMENT OF SAFETY AND LIAISON**

The Department of Safety and Liaison is an equal opportunity, affirmative action employer. Female and disabled Persons are encouraged to apply. Employment Equity targets of the Department will be adhere to.

**APPLICATIONS**: Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605 Hand Delivery: No 7 Taylor Street, Archie’s Building, King Williams Town 5601:

**ENQUIRIES**: Can be directed to Ms NA Zuma at 043 605 6800

**CLOSING DATE**: 02 March 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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 07/78**: CHIEF FINANCIAL OFFICER: REF NO: ESL/2018/02/01

**SALARY**: R1 127 334 per annum (all inclusive package) the package includes a basic salary (70% of package) the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual’s personal needs.

**CENTRE**: King Williams Town-Head Office

**REQUIREMENTS**: A Bachelor’s degree (NQF 7) in Finance, Financial Accounting / Management, Accounting or Auditing, supported by five (5) years’ experience in financial management, including strategic involvement at SMS level. A valid driver’s license. Skills: Proven experience in public sector accounting, reporting, risk management, internal controls and/or auditing. Proven experience in managing

**DUTIES**

Develop, implement and maintain appropriate mechanisms/strategic to timeously respond to the changing needs of financial information and the interpretation thereof, and render technical advice to the Head of Department. Give expect advice on the strategic financial planning of the Department through analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operation and estimates of future revenues and expenditures. Ensure that financial resources and assets of the department are utilised effectively and economically to ensure the objectives of the strategic plans. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of systems and timeous corrective action. Assists the Head of Department by applying cost – benefit analysis principles to certify value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early arrangement at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other government policies. Facilitate Risk Management in the Department and maintain an internal audit system and external audit processes. Ensure that fraud and prevention systems are implemented. Monitor the implementation of the Provincial Clean Audit Strategy. Oversee the preparation and submission of annual financial statements and liaise with the Audit – General. Liaise with relevant role – players within National and Provincial Department. Responsible for management of Human Resources in the respective Chief Directorate.

**ENQUIRIES**

Mr. S Mda 043 605 6819

**POST 07/79**

DIRECTOR: STRATEGIC PLANNING & ORGANISATIONAL DEVELOPMENT

**REF NO:** ESL/2018/02/02

**SALARY**

R948 174 per annum (all inclusive package) the package includes a basic salary (70% of package the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

**CENTRE**

King Williams Town-Head Office

**REQUIREMENTS**

Degree (NQF Level 7) in the field of Social Sciences/Public Management. Valid driver’s license Code B.Skills: Planning. Team development. Decision making. Problem solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Change management skills. Lead the transformation of the organisation as whole. An understanding of institutional capacity building and orientation towards results. As senior strategist will oversee all aspect pertaining to the efficient functioning of all business areas as well as overall strategic and business planning. Transformation leadership skills, Organisational development business process re – engineering creativity, people management and above average innovation skills. Ability to function across and enlist cooperative from a diverse culture of personalities, skills and knowledge areas. Project Management.

**DUTIES**

The management and coordination of the provision of integrated planning and reporting services. Develop and maintain strategic planning and reporting guidelines. Coordinate and facilitate strategic and operational planning processes. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Monitor and facilitate reporting on departmental programmes and activities against government’s Program of Action, Cluster Projects and Inter-governmental working groups. Analyse organisational performance and provide strategic inputs. Manage and conduct integrated monitoring and evaluation services. Develop, manage and maintain Monitoring & Evaluation Frameworks and systems. Develop and implement monitoring and evaluation principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Collect, store, analyse and disseminate research and Monitoring & Evaluation information; Ensure accuracy and integrity of captured information. Produce performance monthly, quarterly and annual reports. Drive service delivery improvement process in the Department. Responsible for organisational development in the Department. Drive culture change process in the department. Development and renewal of departmental organisational structure. Ensure that the organisational structure is captured on PERSAL and correctly controlled. Drive MPAT in the department. Ensure delivery of quality services to the public in a simplified and integrated manner through the implementation of Integrated Operations Framework. Manage the allocated resources of the 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.

**ENQUIRIES**

Mr S Mda 043 605 6819

**OTHER POSTS**

**POST 07/80**

**DEPUTY DIRECTOR: DGITO REF NO: ESL 2018/02/03**

**SALARY**

R657 558 per annum (all inclusive package) salary level 11

**CENTRE**

King Williams Town - Head Office

**REQUIREMENTS**

Degree/ National Diploma in the field of Information Technology/Systems/Computer Science. Valid driver’s license Code B. 5 years’ experience in the relevant field. SKILLS: Extensive knowledge, understanding and skills of working in the public sector environment. An understanding of strategic, operational planning and annual performance plan. Knowledge and understanding of IT Governance frameworks, provisions of the minimum information security standards (MISS), provisions of the protection of access to information act (PAIA), Promotion of administrative justice act (PAJA) and SITA Act and its regulations. Sound knowledge public service human resources management and performance management system including its legislation framework. Technical competencies, extensive knowledge information management, systems and technology planning processes for an organization, which include information plan, system architecture, network architecture and security architecture. Extensive knowledge of ICT user equipment. Leadership skills, strategic skills, planning skills organizing skills, budgeting and financial management skills.

**DUTIES**

Develop and monitor the implementation of ICT policies, processes and procedures. Provide and facilitate infrastructure and operational support services. Provide and maintain ICT administrative systems and ensure data integrity.
Conduct ICT research and advice the department on ICT needs and requirements. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA’s) with SITA and/or other suppliers of information management and information technology goods and services. 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 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.

ENQUIRIES:
Mr S Mda 043 605 6819

POST 07/81:
COMMUNITY LIAISON OFFICER: REF NO: ESL/2018/02/04

SALARY:
R281 418 per annum salary level 08

CENTRE:
Nelson Mandela Metro District – Port Elizabeth

REQUIREMENTS:

DUTIES:

ENQUIRIES:
Mr S Mda 043 605 6819

POST 07/82:
INTERNAL AUDIT: INTERNAL AUDITING SERVICES: REF NO: ESL/2018/02/05

SALARY:
R226 611 per annum salary level 07

CENTRE:
Head Office – King Williams Town

REQUIREMENTS:
A three year tertiary Degree/National Diploma in Internal Audit or relevant NQF 6 equivalent qualification. Completion of the Internal Audit Technician (IAT) will be an added advantage. At least two (2) years’ internal audit experience in an Internal Audit environment. SKILLS: Knowledge and understanding of legislative framework governing the public service. Knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing. (ISPIPA). Computer literacy including word, excel and power point. Valid driver’s licence. Knowledge of use of Teammate audit software and IT skills will be an added advantage.

DUTIES:
Assist with input into the development of audit objectives and audit programmes. Assist with drafting of audit project procedures. Assist with minutes and secretariat
of audit engagement entry and exit meetings. Prepare audit working papers and the audit file. Prepare draft audit findings for discussion with auditors and obtain comments. Assist with administrative functions of the Internal Audit unit.

ENQUIRIES
Mr. S Mda 043 605 6819

DEPARTMENT OF SPORT RECREATION ARTS AND 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.

CLOSING DATE
02 March 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 of Sport Recreation Arts And Culture welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

ERRATUM: kindly note that the post of Production Scientist: Grade A (OSD) Ref No: DSRAC 01/02/2018 published in vacancy circular 05 dated 02 Feb 2018 was advertised with incorrect requirements and duties, the correct requirements and duties read as follows: Requirements: Formal Qualifications: MSc/PhD degree in Marine Biology plus relevant experience. Commercial dive supervisor qualifications. Appropriate computer and software skills for data management and analysis and proven scientific writing ability for international peer reviewed journals. Commercial diver Class IV. Competent at sea and commercial skippers licence would be advantageous. Proven ability to raise own research funds. A Valid Driving Licence. Duties: Curation and development of fish otolith cephalopod beak collections. Undertake research projects on sharks and fishes with focus trophic studies. Fieldwork, research and publications in peer reviewed journals. Participate in public lectures and advise on public exhibit developments. Educational and exhibition programmes. Attend conferences. And also the post of Chief Auxiliary Service Officer: Research REF NO: DSRAC 03/02/2018 published in vacancy circular 05 dated 02 Feb 2018 was advertised with incorrect requirements and duties, the correct requirements and duties read as follows: Requirements: A B Sc (Hons) degree in Zoology or related field. Good communication skills, Computer literacy or any relevant qualification. Physical fitness and ability to be trained to do Class IV scuba diving. A valid driver’s licence.Duties: Support the research staff in data collection and documentation.

OTHER POST

POST 07/83: ASSISTANT MANAGER- EVENTS MANAGEMENT (RE-ADVERTISEMENT):
REF NO: DSRAC 02/02/2018
This is a re-advertisement; people who have previously applied are encouraged to re-apply

SALARY: R417 552 per annum Level 10
CENTRE: King Williams Town
REQUIREMENTS: A Degree/Diploma in Public Relations/ Events Management or any related qualification with 3 years’ experience in the related field of which 2 years must be at a supervisory level or Matric coupled with 10 years’ experience in the field of which 2 years must be at a supervisory level. Knowledge of Public Communication, Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid driving licence

DUTIES: Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events approved by Manager Communications. Prepare closeout reports for the events.

ENQUIRIES: Ms R Loots 043 0492 0949
PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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.

MANAGEMENT ECHELON

POST 07/84 : MEDICAL HEAD CLINICAL UNIT IN ORTHOPEDICS REF NR: SEB-MED-03
Directorate: Orthopedics

SALARY : R1 550 331. per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENT : A degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Specialist in Orthopedics. Proof of current registration with HPCSA as medical Specialist in Orthopedics. 3 (three) years post registration experience as a Medical Specialist Grade 1 in Orthopedics. A minimum of 3 years appropriate experience in arthroplasty after registration with the HPCSA as a Medical Specialist in Orthopedics, Appropriate teaching and learning skills and Demonstrate research skills. 5 (Five) years management experience will be an added advantage
DUTIES : An in-depth knowledge of the functioning of Orthopedic department, Ability to perform appropriate specialized 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 Orthopedic Department at Sebokeng Hospital, Conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and ward/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in post graduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department of Orthopedic, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Orthopedic services in the district, Providing consultative support services to peripheral institutions as part of the department’s outreach program
ENQUIRIES : Dr Ngcwabe Z Tel: 016 930 3300
APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges
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 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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.
CLOSING DATE : 02 March 2018

POST 07/85 : MEDICAL SPECIALIST GRADE 1 UROLOGY REF NR: SEB-MED-04
Directorate: Urology

SALARY : R991 857. per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS: A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Urology. Proof of current registration with HPCSA as a Medical Specialist in Urology. 2 (Two) years post registration experience as a Medical Specialist Grade 1 in Urology. Two years management experience will be an added advantage.

DUTIES: An in-depth knowledge of the functioning of the Urology 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 Urology 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 Urology 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 should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges.

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 recent updated CV as well as certified copies of all qualifications 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. People with disabilities are encouraged to apply.

CLOSING DATE: 02 March 2018

POST 07/86: SPECIALIST CARDIOLOGIST RE-ADVERTISEMENT (1POST) REF NO: REFS/002458

Directorate: Cardiology

SALARY: R91 857 – 1 052 712 per annum (all-inclusive package)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Appropriate medical qualification that allows registration with the HPCSA as a specialist cardiologist.

DUTIES: Clinical Duties: Coordination of cardiology services at Helen Joseph Hospital for both inpatient and outpatient services. Supervision of the clinical technology service for cardiology. Overseeing the interventional cardiology services for Helen Joseph Hospital at Charlotte Maxeke Johannesburg Academic Hospital as there is close collaboration with CMJAH Division of Cardiology as a referral centre for emergency and surgical cases. Commuted Overtime is compulsory. Academic: Participation in the academic duties of the Wits Department of Cardiology. Performance of research within the Wits Department of Cardiology. Supervision of research within the department and MMed students. Teaching: Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Management: Managerial and administrative responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in management committees of Helen Joseph Hospital. Ensure the provision of 24 hour cardiology care to Helen Joseph Hospital. Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability;
Leadership experience; Conflict management; Cost-containment. Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.

ENQUIRIES: Dr J Punwasi Tel No: 011 489 0014
APPLICATIONS: Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed. Certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE: 02 March 2018

POST 07/87: MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NR: SEB-MED-02
Directorate: Clinical Services

SALARY: Grade 1: R991 857. per annum (All-inclusive package)
Grade 2: 1 134 069. per annum (All-inclusive package)

CENTRE: Sebokeng Hospital

REQUIREMENTS: GRADE 1; Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist with HPCSA, PLUS current registration with HPCSA.GRADE 2: Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the HPCSA as a Specialist with HPCSA, PLUS current registration with HPCSA and minimum of 5 years’ appropriate experience as a Medical Specialist after registration with HPCSA.

DUTIES: Provision of quality, cost effective and efficient 24 hour Obstetrics & Gynaecology service in keeping with Batho Pele Principles. Assist with the training and guidance of Medical Students, Interns, Medical Officers, Registrars, and other staff categories including the running of an academic / in-service programme for the Doctors and Nurses in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff is complying. Assist the Senior Manager: Medical Services at Sebokeng Hospital in ensuring that the Operational Plan of the hospital is implemented. Co-ordinate and attend to Medico-legal issues pertaining Obstetrics & Gynaecology Department. Manage performance of Doctors and Interns in the Department of Obstetrics & Gynaecology Department. Participate in processes of recruitment of Doctors in the Department of Obstetrics & Gynaecology. Oversee clinical audits. Oversee in Obstetrics & Gynaecology outreach programme for the Clinics and District Hospitals referring to Sebokeng Hospital.

ENQUIRIES: Dr. ZIM Lenake (016) 930 3000 / Dr. Msibi (016) 930 3303/4
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 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**

Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983 or online at www.gautengonline.gov.za.

**OTHER POSTS**

**POST 07/88**

**MEDICAL OFFICER GRADE 1-3 REF NO: 002510**

Directorate: Anaesthesiology 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. An interest in a career in Anaesthesiology and a Diploma in Anaesthesia are advantageous. ACLS is recommended.

**DUTIES**

- Peri-operative management and care of patients. This includes after-hours work. The Medical Officer will also be expected to participate in the department's academic program and in any research activities. If the Medical Officer has not yet completed a Diploma in Anaesthesia, they will be expected to complete one within the first year of employment in the department.

**ENQUIRIES**

- Dr. M. Mbeki, Tel. No: (012) 373-1053

**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**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, 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**

02 March 2018

**POST 07/89**

**DENTIST GRADE 1/2/3 REFS: WOH/C03/2018**

Directorate: Department of Prosthodontics.

**SALARY**

- R714 819- 977 199 per annum (plus benefits)

**CENTRE**

Wits Oral Health Centre
### REQUIREMENTS
Registration with HPCSA as Dentist in category independent practice. Minimum of five years experience as a Dentist post Community Service. MSc and/or postgraduate qualification as an added advantage.

### DUTIES
Dentist will be responsible for clinical services, teaching, research and participation in all departmental activities and related administration. Applicant will be exposed to fixed and/or removable prosthodontics, digital technologies in oral rehabilitation.

### ENQUIRIES
Mr. PF Monama 011481 2099

### APPLICATIONS
Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown-, Johannesburg or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

### NOTE
Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified. NB. upload your certified documents if you apply online.

### CLOSING DATE
02 March 2018

### POST 07/90
**CLINICAL PSYCHOLOGIST REF NO: HRM 11/2018**
Directorate: Psychiatry

### CENTRE
Steve Biko Academic Hospital

### REQUIREMENTS
Registration with the HPCSA as a Clinical Psychologist. Previous experience in a Psychiatric Hospital will be a recommendation.

### DUTIES
Perform clinical, academic and administrative duties as required by the service delivery needs of the Department. Perform service delivery for adult in-patients, and out-patients at Steve Biko Academic Hospital as a Clinical Psychologist.

### ENQUIRIES
Dr. GP Grobler Tel: (012) 354 3191

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

### CLOSING DATE
02 March 2018

### POST 07/91
**ASSISTANT MANAGER NURSING SPECIALITY STREAM REFS/002485**
Directorate: Nursing Division (Main Theatres)

### CENTRE
Charlotte Maxeke Johannesburg Academic Hospital

### REQUIREMENTS
Basic R425 qualification (diploma/ degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre Nursing Science. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification as indicated above. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.

### DUTIES
Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Deliver a service in the Speciality areas indicated...
to ensure service delivery on a 24 hour basis. Will be required to do call within the
discipline and with hospital sit-ups as required by the service. Demonstrate
effective communication with patients and relatives, supervisors, other health
professionals and junior colleagues including more complex report writing when
required. Monitor patient care and compliance to quality standards. Work
effectively and amicably at a supervisory level, with persons of diverse intellectual,
cultural, racial or religious differences. Able to work under pressure to meet patient
care standards within the discipline. Manage risk and ensure that the environment
complies with the Health and Safety Act and Infection and Prevention Control
Policies. Ensure effective and efficient budget control and assets control for the
department. Preparedness to engage and manage any project aimed at improving
the image of the nursing profession and the effectiveness and efficiency of the
health service.

ENQUIRIES: Ms. E.M. Kunene, Tel (011) 488 3826
APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg
Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
NOTE: The Department of Health is committed to the achievement and maintenance of
diversity and equity employment, especially of race, gender and disability.
Application must be submitted on a Z83 form with a C.V., Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to
personnel suitability checks (criminal record check, citizenship verification,
qualification/study verification and previous employment verification). Successful
candidates will also be subjected to security clearance processes. Successful
candidates will undergo a medical screening test.

CLOSING DATE: 02 March 2018
POST 07/92: PNB4 ASSISTANT MANAGER NURSING SPECIALTY AREA (OPERATING
THEATRE) – READVERTISEMENT REF NO: 002511
Directorate: Nursing Unit
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
Managers Specialty with Diploma in Nursing Administration. A minimum of 10-
years appropriate / recognizable 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 / recognizable experience after
obtaining the 1 year post basic qualification in Operating Theatre Nursing Science.
At least 3 years of the period referred to above must be appropriate / recognizable
experience at management level in Operating Theatre as an Operational Manager.
Proof of 2018 SANC receipt. Proof of service records. 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, HR, Grievance Procedure, etc. Skills:
Leadership, Organizational, decision making and problem solving abilities within
the limit of the public sector and institutional policy framework. Financial and
budgetary knowledge pertaining to the relevant resource under management.
Insight into the procedures and policies pertaining to nursing care. Personal:
responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative,
cooperative, team player, supportive, assertive. Computer literacy: MS Excel, E-
nail, PowerPoint, driver’s 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: 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: 02 March 2018

POST 07/93: OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS/002452
Directorate: Nursing Division: Orthopaedic Out Patient (Area 257)

SALARY: R499 953 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic qualifications in Orthopaedic Nursing or Trauma & Emergency Nursing of the duration of 1 year, accredited with SANC in nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualifications in Orthopaedic Nursing or Trauma & Emergency Nursing. Computer literacy will be added advantage.

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

ENQUIRIES: Ms D. A. Ramoshu, Tel (011) 488 3360
APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 02 March 2018

POST 07/94: OPERATIONAL MANAGER NURSING SPECIALITY STREAM REFS/002499
Directorate: Nursing Division (Main Theatres)

SALARY: R499 953 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as indicated above.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients’ needs, requirements and expectations. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Deliver a service in the Speciality areas indicated to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and with hospital sit-ups as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

ENQUIRIES: Ms. E.M. Kunene, Tel (011) 488 3826

APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 02 March 2018
POST 07/95 : ASSISTANT MANAGER NURSING GENERAL STREAM REFS/002503
Directorate: Nursing Division: Quality Department

SALARY : R499 953 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) or qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable at management level. Degree/Diploma or Certificate of Quality management, basic computer literacy, in-depth training of customer care and complaint management, and project management will be added advantage. Knowledge of health legislation framework and National core standard, excellent interpersonal skills and communication (verbal and written) organization, ability to work under pressure and meet deadlines. Excellent planning and organizational skills, high level of ethical conduct and integrity. Ability to organize with staff of all levels within the organization.

DUTIES : Demonstrate an in depth understanding of health legislation framework and National core standard and related legal and ethical practices and how this impacts on Service delivery. Ensure clinical and non-clinical practice is in accordance with the scope of practice standard and legislation as determined by different (business units) e.g. clinical, Human Resource, Finance, Supply Chain, Logistic risk, and ITC policies etc. To monitor compliance on the national core standards, assess compliance, and monitor deviation from set targets. Evaluate the quality improvements plan and assist in update thereof. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good work relations. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior and senior colleagues to ensure proper service in the hospital.

ENQUIRIES : Ms. C. Mfolo, Tel (011) 488 4142
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
CLOSING DATE : 02 March 2018

POST 07/96 : OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS/002501
Re – Advertisement
Directorate: Nursing Division: Transplant ICU / Nephrology Area (563)

SALARY : R499 953. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Critical Care/Nephrology qualification of the duration of 1 year accredited with SANC in Nursing. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in nursing.
experience after obtaining the 1 year post basic qualification in Critical Care Nursing. Computer literacy will be an added advantage.

**DUTIES**

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

**ENQUIRIES**

Ms D. A. Ramoshu, Tel (011) 488 3360

**APPLICATIONS**

Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

**CLOSING DATE**

02 March 2018

**POST 07/97**

PNB3 OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE) REF NO: 002512

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 Operating Theatre 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 (Operating Theatre) 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 priority. Computer literacy and drivers 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**

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**

02 March 2018

**POST 07/98**

OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2018/02/05

Directorate: Primary Health Care

**SALARY**

R499 953. - R562 698. per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (Kwa –Thema CHC)

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms T. Moeketsi Tel No: (011) 737 - 9246
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 02 March 2018

POST 07/99: OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2018/02/06
Directorate: Primary Health Care

SALARY: R499 953. -R 562 698. per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Phillip Moyo CHC)
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver’s licence is essential. Knowledge of all Legislation relevant to Health Care Services.

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

ENQUIRIES: Ms N.M Xaba Tel No: (011) 426 4901/4974
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 02 March 2018

POST 07/100: CHIEF SPEECH THERAPIST/ AUDIOLOGIST: REF NO: CAUD1/ 01/2018
Directorate: Allied

SALARY: Grade 1: R414 169. Per annum
CENTRE: Dr. George Mukhari Academic Hospital

DUTIES: Managerial tasks inclusive of coordinating speech therapy services, development and implementation of clinical plans, implement quality assurance measures in the department and ensure that non compliance is addressed, supervision of staff, monitoring the performance of staff. Assisting speech therapist in the management of difficult to manage cases. Experience with Pediatric Dysphasia and video swallows is highly recommended. Liaising with Universities regarding student
training, supervision and coordinating speech therapy student training. Being involved in provincial speech therapy activities as well as contributing to various meeting within the hospital.

**ENQUIRIES**
Ms. Safia Saleh, Tel (012) 521 3615/3371

**APPLICATIONS**
Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**
This is a re-advertisement; applicants who applied previously are encouraged to re-apply. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

**CLOSING DATE**
02 March 2018

**POST 07/101**
THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR GRADE 1 (RE-ADVERTISEMENT) REF NO: EHD2018/02/01
Directorate: Rehabilitation

**SALARY**
R414 069. -R459 558. per annum (plus benefits)

**CENTRE**
Ekurhuleni Health District (SSDR)

**REQUIREMENTS**
Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem solving skills. Valid driver’s license. Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

**DUTIES**
Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub-District e.g. Mental Health, NGO’s, Organization for People with Disability, etc. Provide community based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**
Ms K.R Maluleke, Tel No: (011) 876 1766

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

**NOTE**
This is a re-advertisement, applicants who previously applied for this post are encouraged to apply. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**
02 March 2018

**POST 07/102**
CHIEF PHYSIOTHERAPIST GRADE 1 (01 POST) REF NO: EHD2018/02/02
Directorate: Rehabilitation

**SALARY**
R414 069. -R459 558. per annum (plus benefits)

**CENTRE**
Ekurhuleni Health District (Mary Moodley Memorial Clinic)
**REQUIREMENTS**

Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a physiotherapist. Current proof of registration with HPCSA as a physiotherapist. A minimum of 3 years appropriate clinical experience post community service. Valid driver’s license is essential. Experience in working in a community based rehabilitation setting. Sound knowledge of clinical theory, practice and ethics relating to the delivery of physiotherapy services within a Clinic setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**DUTIES**

To provide optimal and evidence based physiotherapy treatments to patients. To monitor utilization and ensure proper management of rehabilitation equipment in line with PFMA. To perform and complete administrative functions including data compilation and monthly report submissions. To assist with the development and implementation of departmental policies, operational plan and financial management strategies. Participate in the mentorship and training of community service therapists and junior physiotherapists in the sub-district. To ensure departmental standards are met and effective patient service delivery, in line with National Standards. Provide community based rehabilitation with focus on health promotion, prevention and community intervention. Establish and strengthen working relationship with other stakeholders within the sub-district.

**ENQUIRIES**

Ms K.R Maluleke Tel No: (011) 876 1776

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**

02 March 2018

**POST 07/103**

**CLINICAL PROGRAMME (HAST) COORDINATOR- GRADE 1**

Directorate: Nursing

**SALARY**

R394 665. per annum

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

R425 or R683 with midwifery that allows registration with SANC as a Professional Nurse. Diploma nursing administration required. Registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC. Knowledge and understanding of the HAST strategic plan documents. Related courses HIV, PMTCT, TB and STI required.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. 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 Human resources, Material and Financial resources. Coordinate the implementation of HAST related National Policy guidelines. Demonstrate effective communication with patients, supervisors, other health professionals and colleagues including more complex report. Work as a part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, and ensuring that the principles of Batho Pele are adhered to. Able to manage own time, work and that of colleagues to ensure proper nursing service. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

Ms S.J Boshoman (012 725 2312).

**APPLICATIONS**

Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.

CLOSING DATE: 02 March 2018

POST 07/104: PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY (ORTHOPAEDICS)  
REF NO: 002513  
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 minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC in Orthopaedic Nursing Science. Current (2018) SANC receipt. Proof of service record. Computer literacy and drivers 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. 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: 02 March 2018
POST 07/105

PROFESSIONAL NURSE- SPECIALTY (2 POSTS) REF: FERH01/PNB2018
Directorate: Nursing

SALARY
- Grade 1 R340 431– R394 665 per annum
- Grade 2 R418 701- R514 962 per annum

CENTRE
- Far East Rand Hospital 278 052

REQUIREMENTS
- Basic nursing diploma/degree in nursing plus one year post basic diploma in advance midwifery and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES
- Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES
- Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS
- Applications must be submitted on Z83 form, CV, certified Copies 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 (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE
- 02 March 2018

POST 07/106

PROFESSIONAL NURSE- SPECIALTY (1 POST) REF: FERH02/PNB2018
Directorate: Nursing

SALARY
- Grade 1 R340 431– R394 665 per annum
- Grade 2 R418 701- R514 962 per annum

CENTRE
- Far East Rand Hospital 278 052

REQUIREMENTS
- Basic nursing diploma/degree in nursing plus one year post basic diploma in trauma & emergency and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES
- Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES
- Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS
- Applications must be submitted on Z83 form, CV, certified Copies 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 (HCS) Regulations within the OHS Act 85 of 1993.
POST 07/107: PROFESSIONAL NURSE- SPECIALTY (2 POSTS) REF: FERH03/PNB2018
Directorate: Nursing

CLOSING DATE: 02 March 2018

SALARY: Grade 1 R340 431– R394 665 per annum
        Grade 2 R418 701- R514 962 per annum

CENTRE: Far East Rand Hospital 278 052

REQUIREMENTS: Basic nursing diploma/degree in nursing plus one year post basic diploma in paediatric nursing and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES: Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES: Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted to 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 (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 02 March 2018

POST 07/108: PROFESSIONAL NURSE- SPECIALTY (2 POSTS) REF: FERH04/PNB2018
Directorate: Nursing

SALARY: Grade 1 R340 431– R394 665 per annum
        Grade 2 R418 701- R514 962 per annum

CENTRE: Far East Rand Hospital 278 052

REQUIREMENTS: Basic nursing diploma/degree in nursing plus one year post basic diploma in neonatal ICU and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES: Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES: Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies 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 (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 02 March 2018

POST 07/109 : PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING) -PNB1 REF NO: REF/S/002498
Directorate: Nursing Department

SALARY : R340 431 (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC and two years of experience after registration as an Advance Midwife.

DUTIES : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

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
CLOSING DATE : 02 March 2018

POST 07/110 : PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING) -PNB1 REF NO: REF/S/002498
Directorate: Nursing Department

SALARY : R340 431 (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC and two years of experience after registration as an Advance Midwife.

DUTIES : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

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
CLOSING DATE : 02 March 2018
POST 07/111: MIDDLE MANAGER: FINANCE LEVEL 9 (1 POST) REF NO: Directorate: Health

SALARY: R334 545 – R 404 121 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: An appropriate three (3) years Degree/ Degree or Grade 12 certificate and equivalent years of experience in Finance Management and other relevant qualification in Finance Management and Leadership skills. Computer literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS, MEDSAS, SCM)
DUTIES: Extensive skills in Budget and Financial Management. Computer utilization-particularly in Spreadsheet Developments. The candidate will be required to ensure Sound Financial Management System, Financial planning in line with MTEF, Effective financial control and monitoring of current Budget and Expenditure. Establish System that will link with Supply Chain Management. Understand Supply Chain and Financial Delegations. Be able to apply the delegations. Policies and Procedures and put system for internal control in place. To respond to Audit queries and draw Action Plans. Candidate must be able to interpret Financial Statements. Draft financial forecasts and plan, Draft Budgets according to Operational Plans of the hospital. To understand how to analyze post performance, recognize opportunities and plan for the future. Ensure that recons are done and submitted monthly. Candidates will be subjected to practical’s on excel.

ENQUIRIES: Mr J Fernandes, Tel No; (011) 812 5000
APPLICATIONS: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakanke, 1540 or can be Posted to Private Bag X4, Brakpan, 1550
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE: 02 March 2018

POST 07/112: CLINICAL ENGINEERING PRODUCTION REF NO: HRM 12/2018 Directorate: Clinical Engineering

SALARY: Grade A R274 440 per annum plus benefits
Grade B R313 782 per annum plus benefits
Grade C R357 150 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: National Clinical Engineering Diploma or equivalent training in the field of Clinical Engineering. Registration with ECSA as a Candidate Engineering Technician. 5 years relevant experience in the repair and maintenance of medical equipment, a valid driver’s license will be advantage, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, good understanding of Micro Soft Office applications such as word and excel
DUTIES: Repair and maintain all medical equipment, keep electronic record of repairs, training of clinical engineering students, training of end users.

ENQUIRIES: Mr. K Dahlen Tel: (012) 354 1261
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 02 March 2018

POST 07/113: HUMAN RESOURCE OFFICER REF: FERH01/HR2018 Directorate: Recruitment & Selection

SALARY: R226 611– R266 943 per annum
CENTRE: Far East Rand Hospital

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REQUIREMENTS: Grade 12 with Five (5) years Human resource or National Diploma in HR with Three (3) years’ experience in HR recruitment & selection. In-depth knowledge of Basic conditions of service and public regulations as amended. Legislative frame works/acts. An ability to manage people. Computer literacy. Report writing skills, planning, organising and ability to work under pressure. A valid driver’s licence. Intro to persal certificate is compulsory. Knowledge of staff establishment.

DUTIES: Monitor & ensure compliance of recruitment & selection and HR legislative framework. Drafting and placement of adverts in DPSA and Gauteng online. Prepare requisition forms and ensure that all posts advertised are vacant and funded. Ensure all advertisements deadlines are met. Quality check all the contents of the adverts. Maintain all recruitment databases and all advertised posts. Handling all HR related enquiries and assist daily with recruitments administration of the office. Conduct background checks for all the recommended candidates and draft submission for appointments. Provide secretarial, advisory services during shortlisting’s and interviews. Provide advice to management and staff on recruitment and appointment matters. Draft appointment letters and submissions. Doing monthly statistics, Recordkeeping. Ensure that HR data records are kept updated and archived in accordance with relevant procedures and protocols. Management of payrolls. Evaluate performance of subordinates. Maintain confidentiality. Attendance of meetings. Accepting of greater responsibilities when requested. Develop skills of subordinates. Monitor compliance to HR legislative prescripts. Apply disciplinary action. Management and monitoring of institutional staff establishment. Assist in audits and respond to AG.

ENQUIRIES: Mr. N.R Moshwani, Tel. No: 011 812 8395

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies 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. Candidates that previously applied are discouraged to apply again. 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 (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 02 March 2018

POST 07/114: ADMINISTRATIVE OFFICER (RE-ADVERTISEMENT) REFS: EHD2018/02/04
Directorate: Primary Health Care

SALARY: R226 611. – R266 943. Per Annum (Plus Benefits)

CENTRE: Ekurhuleni Health District (Kwa-Thema CHC)

REQUIREMENTS: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver’s license is essential.

DUTIES: Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES: Ms T. Moeketsi Tel No: (011) 737 - 9246
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

NOTE: This is a re-advertisement, applicants who previously applied for this post are encouraged to apply. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 02 March 2018

POST 07/115: PROFESSIONAL NURSE (8 POSTS) REF: FERH01/PNA2018
Directorate: Nursing

SALARY:
Grade 1 R226 083 – R262 092 Per annum
Grade 2 R278 052 - R322 344 Per annum
Grade 3 R340 431 - R431 262 Per annum

CENTRE: Far East Rand Hospital 278 052

REQUIREMENTS:
Basic nursing diploma/degree in nursing and registered with South African nursing council as General nurse.

DUTIES:
Provision of a high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a shift leader of the nursing team and relieving the operational manager. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES: Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified copies of 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 (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 02 March 2018

POST 07/116: ADMINISTRATIVE OFFICER (RE-ADVERTISEMENT) REFS: EHD2018/02/07
Directorate: Primary Health Care

SALARY: R226 611. – R266 943. Per Annum (Plus Benefits)

CENTRE: Ekurhuleni Health District (Phola Park CHC)

REQUIREMENTS:
Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration/data capturing or National diploma/degree in administration/data capturing with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver’s license is essential.

DUTIES:
Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES: Ms N.M Moepye Tel No: (011) 385 1983
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

NOTE: This is a re-advertisement, applicants who previously applied for this post are encouraged to apply. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration Driving skills will be evaluated. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 02 March 2018

POST 07/117: ADMINISTRATION CLERK (1POST) REF NO: REFS/002457

Directorate: Nursing Division

SALARY: R226 611 - 266 943(plus benefits)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Grade 12 with Office Administration qualification. Minimum of Two (2) years' experience in secretarial and office management. Good command of English language and writing skills. Good interpersonal relations skills. Certificate or Diploma in Office Management and related qualification will be an added advantage. Microsoft Office (MS Word, Excel, Power Point and Outlook). Ability to work under pressure and independently. Ability to handle stressful environment. The following attributes are essential: Office Organisation skills, General filing skills including electronic filing skills.

DUTIES: Organizational Skills. Manage the office of the Nursing manager, Manage all incoming and outgoing correspondence, maintaining filing systems (electronically and physically), managing the diary of the manager, arranging meetings and appointments and making travel arrangements, take minutes of meetings, mail etc., use computer skills for filing, statistics and database. General typing, making photocopies, ordering and maintaining stationery and equipment. Organizing and storing paperwork, documents and computer information.

ENQUIRIES: Mrs. G Dikgale Tel No: (011) 489 0898

APPLICATIONS: Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(s). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 02 March 2018

POST 07/118: PROFESSIONAL NURSE GENERAL (QUALITY ASSURANCE) GRADE 1 (1POST) REF NO: REFS/002456

Directorate: Quality Assurance Nursing Division

SALARY: R226 083 - 262 092(plus benefits)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Basic qualifications accredited with the South African Nursing Council in terms of government notice R425, i.e. appropriate degree / diploma in nursing. A minimum of 3-year appropriate experience in clinical nursing after registering as a Professional Nurse with the South African Nursing Council. Knowledge of National
Core Standards and Clinical practice standards. Current registration with SANC. Inherent Requirements: Computer literacy (MS Word, MS Excel and MS PowerPoint), sound interpersonal, communication and leadership skills. Ability to engage stakeholders on Quality Assurance matters. Good report writing and verbal skills. Ability to collect and analyze data.

**DUTIES**

Oversee program of adverse event reporting, monitoring and clinical record audits in the institution in line with legal prescripts. Provide direction and supervision for the implementation of National Core Standards and Minister’s Priorities. Compile monthly reports and statistics. Conduct patient safety walkabouts and monitor quality improvement plans. Participate in the hospital’s induction, orientation and in-service program. Maintain a constructive working relationship with all stakeholders. Be able to manage the department in the absence of the manager.

**ENQUIRIES**

Mrs. M Mthezuka-Kganakga 011 489 0873/0579

**APPLICATIONS**

Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE**

02 March 2018

**POST 07/119**

**OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 (01 POST) REF NO:** EHD2018/02/03

**Salary**

R185 301.-R211 875. per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (Kwa-Thema CHC)

**REQUIREMENTS**

Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. Current proof of registration with HPCS in as an Occupational Therapy Technician. Valid driver’s license is essential. Interest in working in a community based rehabilitation setting. Good communication skills (verbal and written) and customer care orientated. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**DUTIES**

Render comprehensive occupational therapy services within the clinic and the community setting in line with the scope of practice. Provide optimal and evidence based community rehabilitation services to clients. Conduct health promotion and prevention of disability campaigns in collaboration with other stakeholders. Conduct home visits to clients and follow-up visits for specific interventions. Participate in community mapping and development of referral structures for the benefit of all community members including people with disabilities. Engagement with relevant key stakeholders such as ward councillors. Participate in continuous professional development activities. Perform and complete administrative functions including data compilation and monthly report submissions. Advocate for people with disabilities and underprivileged community groups. Establish sustainable support groups in the community and within the clinic.

**ENQUIRIES**

Ms K.R Maluleke Tel No: (011) 876 1776
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager

People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 02 March 2018

POST 07/120 : SECURITY OFFICER (CCTV SUPERVISOR) REF NO: HRM 13/2018

Directorate: Admin and Logistics

SALARY : R152 862 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12 (matric) with more than 10 years’ experience in security environment, preferably in NKP environment. Training certificate for CCTV operator and Grade C Psira registration. Hospital experience will be an added advantage. Good communication skills, good report writing skills. 5 years’ experience as CCTV / Control room operator. Computer literacy will be an added advantage. Knowledge of Health and Safety Act and fire prevention. Knowledge and understanding security legislations including MPSS and MISS. Willingness to work shifts and extended hours. Interpersonal relationship.

DUTIES : Supervise operators of surveillance camera system of the Hospital. Record and submit evidence footage for investigation. Execution of access and egress control of staff, visitors and assets. Monitor duty roster and make daily posting sheets. Submit leave forms of colleagues on time. Report all security breaches to manager. Day/night supervision of contract security. Report all defects of OHS and Facilities to relevant managers. Patrol the Hospital premises and investigate matters reported to control room by staff and give feedback. Search for lost patients/visitors and fetch the patients at home if absconded. Maintain cleanliness of registers and update them accordingly. Compile claim forms as per roster and attendance register and submit to manager. Assist members of private security company in problem solving and give advice. Assist in vehicle clamping and record keeping and any other duties delegated by the supervisor. Supervise the operation of patient monitoring system. Review electronic time and attendance of employees and record them if needed. Physical inspection of surveillance cameras and report any obstruction and defects daily.

ENQUIRIES : Mr. MF Monama Tel: (012) 354 1421

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

CLOSING DATE : 02 March 2018

POST 07/121 : DENTAL ASSISTANT GRADE 1-2

Directorate: Dental Management Sciences

SALARY : R148 221. – R202 614 per annum (plus benefits)

CENTRE : University of Pretoria Oral Health Centre

REQUIREMENTS : Grade 12 Certificate, Valid registration with HPCSA as a Dental Assistant. Appropriate language and communication skills, ability to work as a team member, problem solving, organizing and planning skills, ability to work under pressure. Extensive knowledge of dental equipment, and procedures. Computer skills will be an added advantage.

DUTIES : Dental assistance to Dentist and students. Maintenance of infection control standards and waste management. Co-ordinate and organize students and general ward activities. Perform administrative duties to patients. Assisting in student and departmental activities. Rotation in other departments.

ENQUIRIES : Ms GE Khumalol. Tel. No 012 319 2644
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resource Management at Louis Botha Building A, Room 2-1., 6 Dr Savage Road, Riviera, Pretoria. Or mailed to PO Box 1266 Pretoria, 0001 or apply online at: www.gautengonline.gov.za

NOTE: NB! Attach certified copies of your Qualifications, Identity document, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 02 March 2018

POST 07/122 : DENTAL ASSISTANT REF NO: WOHC/04/2018
Directorate: Poly Clinic

SALARY: R148 221. – R174 591. per annum
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration. Knowledge of dental instruments, equipment, materials used for procedures, sterilization and infection control. The ability to work independently, have excellent communication and people skills.

DUTIES: Prepares working area for patient treatment, select and set up instruments, equipment and material needed. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies and protocols. Keep stock control (Inventory) up to date.

ENQUIRIES: Ms. L. Mazibuko / Ms. A Tonisi (011) 481 2099
APPLICATIONS: Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown-, Johannesburg or apply online at www.gautengonline.gov.za.

NOTE: Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified NB. upload your certified documents if you apply online.

CLOSING DATE: 02 March 2018

POST 07/123 : ENROLLED NURSING ASSISTANT (3 POSTS) REF: FERH01/ENA2018
Directorate: Nursing

SALARY: Grade 1 R116 625– R131 265 per annum
Grade 2 R138 027- R155 346 per annum
Grade 3 R164 796- R202 674 per annum

CENTRE: Far East Rand Hospital
REQUIREMENTS: Enrolled nursing certificate and registered with South African nursing council
DUTIES: The incumbent will work under the direction of a professional nurse according to the needs of the department/patients care needs. Will be responsible for the provision of basic nursing care to patients in all areas of allocation.

ENQUIRIES: Mrs. I.R Masilela, Tel. No: 011 812 8317
APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies 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 (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 02 March 2018

POST 07/124 : SECURITY GUARD NO: HRM 14/2018
Directorate: Admin and Logistics

SALARY : R90 234 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Abet Level 4, Grade 10 certificate, minimum Grade C Psira certificate plus 5 years' experience as a security guard. Experience of working in a Hospital environment and as CCTV operator will be an added advantage. Grade 12 certificate plus 3 years’ experience in security environment and CCTV operator. Conflict resolution and negotiation skills, report writing skills. Knowledge of security, Labour relations and other legislation applicable to security, including MPSS, Knowledge of Batho Pele Principles. Knowledge on criminal procedure Act 51 of 1977. Knowledge of fire arm control act. Knowledge of Health and Safety Act and fire prevention. Willingness to work shifts and extended hours.

DUTIES : Access control of all entrances of the Hospital. Assist and supervise at parking (searching, disk checking), assist in restraining of violent patients at different wards. Report all security breaches to the supervisor and make all occurrence book entries. Report all defects on OHS and FMU. Escorting of visitors and contractors around the hospital. Searching for lost patients / visitors and fetching them from home if ansonced. Guarding and managing of waiting areas, clamping of all vehicles parked in unauthorized parking. Investigate matters reported to you by staff members and give feedback to them. Monitor state vehicles and report any faults. Report incidents happening at the posts verbally and in writing. Control traffic around receiving area / Transito, perform any duties delegated by supervisor. Operate surveillance camera system of the hospital. Record and submit evidence footage for investigations, monitor and patrol designated areas by surveillance cameras.

ENQUIRIES : Mr. MF Monama Tel: (012) 354 1421
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 02 March 2018

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 09 March 2018, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.
MANAGEMENT ECHELON

POST 07/125 : DIRECTOR: PROJECT QUALITY ASSURANCE (REFS/002505)

SALARY : R948 174. Per Annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus Degree in the built environment; 5 – 10 years’ experience at managerial level in Quality Assurance and Construction Technical Support, Knowledge & experience in Innovative Building Technologies & Energy Efficiency in Housing. Project and programme management, knowledge of public sector legislation and regulations; Strategic leadership capabilities, financial management and budget, people management and development, good interpersonal relations skills.

DUTIES : Provide guidance in construction quality assurance and construction management; Determine Construction specifications and design Architectural drawings and specifications to ensure compliance to requirements; Ensure the enrolment of projects with the National Home Builders Registration Council; Ensure the process of house inspection is done in compliance with set standards; To evaluate and recommend variations based on Geotechnical conditions; Advice Senior Management and Regional Teams on Housing Development in line with the Breaking New Ground Strategy; Conduct on-going research on Energy Efficiency initiatives and identify suitable Renewable Energy initiatives for subsidized housing in the province.

ENQUIRIES : Ms Maseko - Seipobi - (011) 355 - 4896.
APPLICATIONS : Please apply online at www.gautengonline.gov.za
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of s&t claims.

MANAGEMENT ECHELON

POST 07/126: MEDICAL SPECIALIST: NEUROSURGERY REF NO.: MEDSPECNEUROSURG/1/2018

Department: Neurosurgery

SALARY: Medical Specialist: Grade 1 R991 857 per annum. (All-inclusive Salary package) excluding commuted overtime. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. The appointment to Grade 2 R1 134 069 p.a. (all-inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery) The appointment to Grade 3 R 1 316 136 per annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery)

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon with the Health Professions Council of South Africa with prior surgical experience. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills Training and Competence: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Computer literacy

DUTIES: Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines.
Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist, attend to administration matters, outpatient duty and “on call” duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES : Dr BC Enicker 031 – 240 1134/240 1133.
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE : 09 March 2018

POST 07/127 : MEDICAL SPECIALIST UROLOGY GRADE 1, 2, 3 (REF NO: M/S 01/2018)

CENTRE : ST Aidans Regional Hospital

REQUIREMENTS : GRADE 1: Appropriate qualification in Health Science-MBChB Registration with HPCSA as a Medical Specialist in Urology. Foreign candidate require 1 year relevant experience after registration with recognized Foreign Health Professional Council, of whom is not required to perform Community Service, as required in South Africa.
GRADE 2: Appropriate qualification in Health Science-MBChB Registration with HPCSA as a Medical Specialist with 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Specialist. (Certificate of service must be attached) Foreign candidates requires 6 years relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa.
GRADE 3: Appropriate qualifications in Health Science-MBChB with 10 years experience as a Medical Specialist after registration with HPCSA as a Medical Specialist. (Certificate of service must be attached). Foreign candidates requires 11 years appropriate relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

RECOMMENDATION: At least 3 years experience as a specialist in urology will be an advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
Good clinical knowledge, competence and skills in Urology. Good communication skills, leadership and decision making qualities. Ability to diagnose and manage common urological problems. Ability to work in a team and highly pressured environment. Rational use of resources. Sound knowledge of medical ethics. Knowledge of current health and Public service legislation, regulations and Policies.

DUTIES : Render a comprehensive quality clinical service and care to patients. Provide support to the clinical HOD in urology in the management of the department, including human resources and financial resources. Perform and interpret urological procedures and studies. Maintain clinical, professional and ethical standards related to urological services rendered. Participate in quality improvement programmes of the department. Actively participate in academic under and post graduate urological programmes and research (including clinical teaching). Perform outreach services when required. Perform overtime as required by the department.

ENQUIRIES : Dr D. Batuule Tel No: (031)314 2200/3142353 (Acting Head Clinical Unit)
APPLICATIONS : All applications should be forwarded to: The Acting Chief Executive Officer St Aidans Regional Hospital, P/Bag X01, Overport, Durban, 4067
FOR ATTENTION : Human Resource Department
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must
be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver’s License (not copies of previous certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applications. Faxed and e-mailed applications will not be accepted. Persons with Disabilities should feel free to apply for the post. The appointments are subject to Positive outcomes obtained from the State Security Agency (SSA), to the following Checks (security clearance (vetting), criminal clearance, credit records, and citizenship), Verification of Educational Qualifications by SAQA, verification of previous experience From Employers and verification from the Company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA citizens/Permanent Residents/ Work Permit Holders must submit documentary proof together with their applications. All employees in the public Service that are presently on the same salary level but on a Notch/package above of the advertised post are free to apply.

CLOSING DATE : 02 March 2018

OTHER POSTS

POST 07/128 : MEDICAL OFFICER REF: MOPAEDMED/1/2018
Department: Paediatric Medicine

SALARY : Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime. No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted overtime. Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 3: Medical Officer R977 199 per annum (All-inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Experience in Paediatrics will be an advantage. Knowledge Skills And Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
DUTIES : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient,out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required
ENQUIRIES : Dr R Thejpal – 031 240 1607
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE: 09 March 2018

POST 07/129: MEDICAL OFFICER REF NO: MOANAES/1/2018
Department: Anaesthetics

SALARY:
- **Grade 1:** Medical Officer R736 425 per annum all-inclusive salary package excluding Commuted overtime. No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- **Grade 2:** Medical Officer R842 028 per annum all-inclusive salary package excluding commuted overtime. Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- **Grade 3:** Medical Officer R977 199 per annum all-inclusive salary package excluding commuted overtime. Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CENTRE: Ialch

REQUIREMENTS:
- MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendation: DA (SA) or equivalent. Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

DUTIES:
- Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH Assist in co-ordination and implementation of training programmes pertaining to the speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES: Dr Eric Hodgson 031-2401802

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

CLOSING DATE: 09 March 2018

POST 07/130: MEDICAL OFFICER FAMILY MEDICINE GRADE 1/2/3 X1: REF: NDH 06/2018
Cluster: Family Medicine Unit

SALARY:
- R736 425. - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

CENTRE: Northdale Hospital, Pietermaritzburg
REQUIREMENTS:
Matric certificate / grade 12, MBCHB degree or equivalent qualification plus, Registration Certificate with Health Professions Council of SA as an Independent Medical Practitioner Plus, Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Prior experience at District level / Family Medicine services post Community Service (will be an added advantage).

GRADE 1: Experience: Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

GRADE 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.

GRADE 3: Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills, Training And Competencies Required:- Clinical knowledge, competency and skills as a generalist at District Hospital level, Experience in General Medicine, Medical Outpatients, Antiretroviral therapy and Emergency Medicine is preferred. Post graduate Diploma in HIV Medicine, ACLS/ATLS or any other South African recognized post graduate qualification would be an advantage. Good communication skills, leadership and decision making qualities. Management and organizational skills. Ability to diagnose and manage common medical problems including emergencies in all disciplines at District Hospital level.

DUTIES:
Key Performance Areas: - To report to the Principal Specialist in Family Medicine as supervisor of the post. Manage patients presenting to district level OPD, In-patients services and Emergency Medicine Unit. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Maintain clinical, professional and ethical standards related to these services. Perform daily comprehensive ward rounds, duties in the Antiretroviral Clinic, duties in the Emergency Medicine unit and in other area of Family Medicine responsibility as delegated to by your supervisor. Ability to work in more than one area on a daily basis based on the needs of the Department. Participate in training and supervision of junior staff including Interns and Medical Students. Prepare for and present in Departmental Academic programmes including Morbidity and Mortality reviews. Performance of after hour hours clinical duties as delegated per roster is mandatory and these may include Casualty Officer calls in the Emergency Unit. Perform duties as delegated by supervisor in all areas of Family Medicine responsibility including support to Primary Health Care Services.

ENQUIRIES:
Dr. S Sirkar Tel: 033-387 9088

APPLICATIONS:
All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION:
Dr Mag Molla

NOTE:
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the...
South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

**CLOSING DATE**: 02 March 2018

**POST 07/131**: OPERATIONAL MANAGER NURSING SPECIALITY NURSING STREAM PN-B3 (LABOUR WARD). REF: OPMAN (SPEC NURS) (LABOUR WARD) /1/2018

**SALARY**: R499 953 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

**CENTRE**: Inkosi Albert Luthuli Central Hospital (ialch)

**REQUIREMENTS**: Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification –Midwifery and Neonatology Nursing (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post- basic qualification in the Midwifery and Neonatology (R212) speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES**: Provide leadership and guidance to staff allocated in labour ward. Work as part of a multi disciplinary team to ensure good nursing care. Ensure cost-effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and National Core Standards. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Ensure that all programs to promote maternal and neonatal health are implemented in the unit. Perform duties within the ambit of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as requested.

**ENQUIRIES**: Miss NO Mkhize (031) 240 1063

**CLOSING DATE**: 09 March 2018

**APPLICATIONS**: Direct or hand deliver applications to the addresses as indicated below:
- For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.
- For EThekwini North, EThekwini South and iLembe Districts) The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand
deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.
For UMgungundlovu, UGu and Harry Gwala Districts) The District Director: Department of Social Development, Private Bag X1724 Pietermaritzburg; 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.
For Zululand and UMkhanyakude Districts: The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela.
For King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. Attention: Ms NS Mlobaki.
For Amajuba District: The District Director: Department of Social Development, Private Bag X6680, Newcastle, 2940, or hand deliver to 113 Panorama Drive, Lennoxton, Newcastle, 2940. Attention: Mr TM Nguse.
For Uthukela District: The District Director: Department of Social Development, Private Bag X9917 Ladysmith, 3370 or hand deliver to 108 Rholihlahla Street, Peters, Ladysmith, 3370. Attention: Mr PM Mpanza.
For Umzinyathi District: The District Director: Department of Social Development, Private Bag X2057, Dundee, 3000 or hand deliver to 50 Grey Street, Dundee, 3000. Attention: Mr VN Nyathikazi.

CLOSING DATE: 02 March 2018
NOTE: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and Driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification.
If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 07/132 : DEPUTY DIRECTOR GENERAL: SOCIAL SERVICES- RE-ADVERTISEMENT
REF NO: - DSD01/02/2018 HQ

SALARY : R1 370 973 per annum Level 15 (all-inclusive remuneration package)
CENTRE : Head Office:
REQUIREMENTS : Qualifications: Honours Degree (NQF level 8) in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with the South African Council for Social Services Profession as a Social Worker. 8-10 years of experience at a Senior Managerial level. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Knowledge of Policy analysis; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behavior analysis; Employee Performance Management and Development Systems. Skills: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.
**DUTIES**

- Manage the provision of social services; Manage the provision of development and research; Integrate, coordinate and manage service delivery at District Offices (South, EThekwini, Midlands and North); Provide quality assurance services; Provide professional development services; Manage the provision of office management and support and special project services; Manage resources of the branch.

**ENQUIRIES**

- Ms NG Khanyile (033) 264 5400/02

**POST 07/133**

- **CHIEF DIRECTOR: DEVELOPMENTAL WELFARE SERVICES REF NO:** DSD02/02/2018HO

- **SALARY**
  - R1127 334 per annum. Level 14 (all-inclusive remuneration package)

- **CENTRE**
  - Head Office

- **REQUIREMENTS**
  - Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 5 Years of experience at Senior Managerial level in the Social Work environment; A valid driver’s license. Knowledge: Working knowledge of the Public Service; Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Social Welfare Laws and Regulations; Policy analysis and development; PFMA and Treasury Regulations; Employment Equity Act; Research methodology; National Development Plan; Youth Development Policy; Community Outreach; Services delivery frameworks; Employee Performance Management and Development System Skills/Core competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and Project management; Knowledge management; Service delivery innovation; Problem solving and analysis; client orientation and customer focus; communication skills; research; presentation; facilitations; language; Policy analysis, Computer literacy; Numeracy.

- **DUTIES**
  - Ensure the rendering of effective social welfare services in respect of children and families. Ensure the rendering of effective social welfare services in respect of special needs (older persons, disability, gender and youth). Ensure the rendering of effective restorative services pertaining of substance abuse and social crime prevention (rehabilitation and probation). Ensure the rendering of effective services to those affected/infected by HIV/AiDS. Manage the resources of the Chief Directorate.

**ENQUIRIES**

- Ms NG Khanyile (033) 264 5400/02

**POST 07/134**

- **CHIEF DIRECTOR: ETHEKWINI CLUSTER REF NO:** DSD03/02/2018ETHEK

- **SALARY**
  - R1 127 334 per annum. Level 14 (all-inclusive remuneration package)

- **CENTRE**
  - EThekwini Cluster

- **REQUIREMENTS**
  - Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 5 Years of experience at Senior Managerial level in the Social Work environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Social Welfare Laws; Community Development Laws; PFMA and Treasury Regulations; Employment Equity Act; Research methodology; National Development Plan; Youth Development Policy; Community Outreach; Services delivery frameworks; Employee Performance Management and Development System Skills/Core competencies: Strategic capability and leadership; People management and empowerment; Financial management; change management; Programme and Project management; knowledge management; service delivery innovation; Problem solving and analysis; client orientation and customer focus; communication skills; research; presentation; facilitation; language; Policy analysis, Computer literacy; Numeracy.

- **DUTIES**
  - Provide strategic direction and facilitate the delivery of social services; Provide strategic direction and facilitate the delivery of community development; Provide
support services to enable delivery by the District Offices; ensure the development and implementation of policies; manage the resources of the Chief Directorate.

ENQUIRIES
Ms NG Khanyile (033) 264 5400/02

POST 07/135
DIRECTOR (3 POSTS)
UMgungundlovu Ref No: DSD04/02/2018 UMGU,
Harry Gwala District Ref No: DSD05/02/2018 HARRY
EThekwni South District Ref No: DSD06/02/2018 ETHEK

SALARY
R948 174 per annum. Level 13 (all-inclusive remuneration package)

CENTRE
UMgungundlovu, Harry Gwala; EThekwini South Districts

REQUIREMENTS
Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. A minimum of 5 years’ experience at a middle/senior managerial level; A valid Driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Employee Performance Management and Development System; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.

DUTIES
Ensure the rendering of effective and efficient social welfare services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Manage the resources of the District.

ENQUIRIES
Ms PN Sithole (UMgungundlovu & Harry Gwala Districts) (033)395 9701, Mrs TK Ndaba (EThekwni South District) (031)3368704

POST 07/136
DIRECTOR: MONITORING AND EVALUATION REF: NO. DSD123/02/2018 HO-RE ADVERTISEMENT

SALARY
R948 174 per annum. Level 13 (all-inclusive remuneration package)

CENTRE
Head Office

REQUIREMENTS
Qualifications: Bachelor’s Degree/ National Diploma in Social Science/ Public Administration/Management/Monitoring and Evaluation as recognized by SAQA, A valid driver’s license, A minimum of 5 years’ experience at a middle/senior managerial level. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Labour Relations Act and Relevant Regulations; Public Service Act and Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: Strategic capability and leadership program and project management, financial management, change management, services delivery innovation, problem solving, people management and empowerment, client orientation and customer focus. Computer, communication; presentation; interpersonal relations; Analytical; Time management; conflict management; research; organizational; report writing; decision making, relationship management.

DUTIES
Monitor and report performance on the delivery of social development; Develop monitoring and reporting systems aligned to the planning, budgeting and reporting cycles; Evaluate the implementation of departmental policies; programmes and projects. Manage the development and implementation of policies; Manage the resources of the directorate.
ENQUIRIES : Ms B Sophazi (033) 264 5437

OTHER POSTS

POST 07/137 : SERVICE OFFICE MANAGER (3 POSTS) REF NO: NDWEDWE SERVICE OFFICE
DSD07/02/2018NDWE (Ilembe District); Bergville Service Office
DSD08/02/2018BERG (UThukela District); Kranskop Service Office
DSD09/02/2018KRANS (Umzinyathi District)

SALARY : R779 295 per. annum, Level 12 (all-inclusive remuneration package)
CENTRE : Ndwedwe Service Office
Bergville Service Office
Kranskop Service Office

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 3-5 years' junior managerial experience. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Labour Relations Act, Service Delivery Frameworks; Human Resource Management; Public participation; Community outreach; extensive understanding of Social Welfare Services, Development and research as well as relevant legislation and policies. Skills: Communication (written & verbal), Report writing; Time management; Project Management; Leadership; Diversity Management; Decision Making; Presentation and facilitation; Problem solving; Conflict management; Interpersonal Relations, Interviewing.

DUTIES : Provide strategic direction and leadership to the Service Office. Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Implement service delivery improvement programme; Manage the resources of the Service office.

ENQUIRIES : Mrs SM Sikhakhane (Ilembe District) (031) 3368819
Ms N Murugan - (Uthukela District) (036) 634 6600
Ms NPD Hlatshwayo (Umzinyathi District) (034) 2123972

POST 07/138 : FACILITY MANAGER: PRINCESS MKABAYI CYCC REF NO. D10/02/2018PRINCESS

SALARY : R779 295 (all-inclusive remuneration package)
CENTRE : Princess Mkabayi CYCC

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. 3-5 years junior managerial experience. A valid driver's license. Knowledge: Republic of South African Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Employee Performance Management and Development System; Knowledge and understanding of line functions of the Department Fundamentals of Child and Youth Care; Service Delivery frameworks; Child legislation. Skills: Communication; report writing; Financial Management; Time Management; Project Management; Leadership skills; Counselling; Facilitation; Presentation; Problem solving; Conflict Resolution; Interviewing; Interpersonal Relations; Networking; Analytical and Change Management.

DUTIES : Coordinate the delivery of social welfare service for child and youth care; Provide care and support services pertaining to child and youth care; Provide paramedical and support services; Ensure effective and efficient provision of corporative support services; Implement service delivery improvement programme; Develop policies and strategies aimed at improving service delivery; Manage resources of the Facility.

ENQUIRIES : Ms NPD Hlatshwayo (034) 2123972
POST 07/139: MANAGER: SOCIAL WORK POLICY: SUBSTANCE ABUSE PREVENTION AND REHABILITATION REF NO. DSD11/02/2018HO

SALARY: R712 827 – R802 305 per. annum, Grade 1-2 (all-inclusive remuneration package)
CENTRE: Head Office
REQUIREMENTS:
Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of ten (10) years appropriate experience in social work after registration as Social Worker with SACSSP of which (5) years must be appropriate experience in social work policy development environment. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional Counseling; Research Methodology; Service Delivery Frameworks; Policy Development and Analysis; Ability to compile complex reports; Fraud Prevention Strategies; Welfare Laws and Policies; Non-Profit organizations Act; Basic Conditions of Employment Act; Procurement Act.
Skills: Change management; counselling; problem solving and analysis; report writing; policy development; planning and organizing; Communication (written & verbal); financial management, research; networking; presentation; facilitation; monitoring and evaluation; people management; programme and project management; language; computer literacy and numeracy.

DUTIES:
Coordinate and monitor substance abuse prevention and rehabilitation services; Plan and ensure that substance abuse prevention and rehabilitation policy research and development are undertaken; Develop policies and strategies relevant to substance abuse prevention and rehabilitation; Keep up to date with new developments in the substance abuse prevention and rehabilitation field.

ENQUIRIES:
Mr RS Byroo (033) 264 2011

POST 07/140: MANAGER: COMMUNITY DEVELOPMENT RE-ADVERTISEMENT GRADE 1 (6 POSTS)

SALARY: R664 332 per annum (all-inclusive remuneration package)
CENTRE: (Umgungundlovu District) Ref: DSD124/02/2018UMG,
(Ethekwini South District) Ref: DSD125/02/2018ETHSD,
(Amajuba District) Ref: DSD126/02/2018AMAJ,
(Ilembe District) Ref: DSD127/02/2018ILEMB,
(Harry Gwala District) Ref: DSD128/02/2018HARRY,
(Ugu District) Ref: DSD129/02/2018UGU.

REQUIREMENTS:
Qualifications: Bachelor’s Degree/ National Diploma in Development Studies/ Community Development/ Social Sciences, plus a minimum of 10 years recognizable experience in Community Development field/arena. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa , Non-Profit Organizations Act; Extensive knowledge on theories and systems, skills, attitudes and values in Community Development, understanding of individual and group behavior, its interrelations within community structures, dynamics of community and current legislation to enable interventions, the ability and competence to manage community development and structures, ability to influence individual and groups to participate in their own self-empowerment ventures, PFMA and Treasury Regulations. Skills: Communication, Presentation, Problem solving, Complex research, Financial Management, Project management, Computer literacy, Policy formulation and implementation, Complex report writing.

DUTIES:
Manage the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders through efficient; Effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/ maintain the relevant acts and policies where required; Manage a community development unit/ sub-directorate to ensure that efficient and effective community development service is delivered through the Proper utilization of human, financial and physical resources; Keep up...
to date with new development in the community development and management
field to enhance service delivery; Plan and ensure that research on community
development undertaken; Manage the resources of the component.

ENQUIRIES
Mrs CD Zondi (033) 395 9748 (Umgungundlovu District)
Mr ST Mphuthi (039) 682 7506 (Ugu District)
Ms NJ Mzizi (039) 834 1176 (Harry Gwala District)
Mrs RM Ntombela (Ethekwini South District) (031) 336 8787
Mrs SM Sikhakhane (Ilembe District) (031) 336 8818
Mr DBB Msimango (Amajuba District) (034) 317 2529

POST 07/141
DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: DSD12/02/2018HO

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

CENTRE
Head Office

REQUIREMENTS
Qualifications: Bachelor’s Degree or 3 – year National Diploma in Security
Management/ Public Management/ Administration, plus 3-5 management
experience in security management environment, A valid driver’s license.
Knowledge; Public Service Act, Public Service Regulations; Occupational Health
and Safety Act; Control of Access to Public Premises and Vehicle Act; RSA
Constitution of 1996; MISS document; PSCBC and PHSDSC resolutions; Basic
Conditions of Employment Act; Labour Relations Act; Public Finance Man-
agement Act; Promotion of Administration Justice Act; Employment Equity Act. Skills:
Communication (written & verbal), writing, computer, leadership, project
management, problem solving, interpersonal relations and networking, time
management, inspection and analytical thinking, organizing and planning.

DUTIES
Monitor the implementation of security measures, develop policies and strategies
aimed at improving service delivery; Manage investigation relating to security
breaches and advise management on security threats; Liaise with SAPS, SSA and
other agencies on security matters; Monitor the implementation and compliance
with Occupational Health and Safety Act; Manage the vetting process; and
Manage resources of the component.

ENQUIRIES
Mr SP Sishi (033) 341 9637

POST 07/142
DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: DSD13/02/2018HO

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

CENTRE
Head Office

REQUIREMENTS
Qualifications: Bachelor’s Degree or 3–year National Diploma in Human
Resources Management/Public Management/Administration, plus 3-5 years’
management experience in Human Resources environment. A valid driver’s
license. Knowledge; In-depth knowledge of the Public Service Act; Policies;
Regulations; Human Resources; PFMA; Treasury Regulations; Republic of South
African Constitution; Labour Relations Act; Basic Conditions of Employment Act;
Promotion of Equality and Prevention of Unfair Discrimination; Employee
Performance Management and Development System; Promotion of Access to
Information Act, Skills Development Act, Human Resources Development Strategy
of South Africa. Skills: Strategic and leadership, Analytical and innovative thinker,
Research, Project management, Financial management, Time management,
People management, problem solving, Communication (written & verbal) and
interpersonal relations, facilitation and presentation.

DUTIES
Manage the provision of recruitment and selection process; Administer
appointments; Administer movement of staff matters; Develop policies and
strategies aimed at improving service delivery; Manage the resources of the sub-
Directorate.

ENQUIRIES
Mr MT Mazibuko (033) 264 2076

POST 07/143
DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSD
14/02/2018HO

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

CENTRE
Head Office
### REQUIREMENTS
Qualifications: Bachelor’s Degree or 3-year National Diploma in Information Technology/Computer Science, plus 3 to 5 years’ experience in Information and Communication Technology. A valid driver’s license. Knowledge: Knowledge of the Public Service Sector; Public Service Regulations; In-dept knowledge of computer hardware and software; In – depth knowledge of computer operating systems and network equipment; Departmental objectives; Service delivery; Departmental business processes. Skills: Communication (written & verbal); conflict management; project management; problem solving; decision making; planning; organizing; interpersonal relationship; facilitation and research.

### DUTIES
Establish Information Technology Plan in line with departmental strategies; Develop and manage Information Technology Infrastructure; Manage department’s relationship with service providers; Manage network support services, Ensure the provisioning of a Helpdesk service; Develop policies and strategies aimed at improving at improving service delivery; Manage resources of the sub-directorate.

### ENQUIRIES
Mr MJ Siziba (033) 264 2295

### POST 07/144
**DEPUTY DIRECTOR: EVALUATION** REF NO: DSD15/02/2018HO

### SALARY
R657 558 per annum, Level 11 (all-inclusive remuneration package)

### CENTRE
Head Office

### REQUIREMENTS
Qualifications: Bachelor’s Degree or 3 year National Diploma in Monitoring and Evaluation/Public Administration/Management, plus 3-5 years’ experience in Junior management. A valid driver’s license. Knowledge: Working knowledge of the Public Service; Public Service Regulation; Public Finance Management Act; Treasury Regulations; Impact Assessment; Knowledge of Government-Wide Monitoring and Evaluation System; Knowledge of policy analysis and development; Organization behavior analysis; Strategic business management. Skills: Communication; Computer literacy; Change Management; Strategic planning; Analytical thinking Interpersonal relations; Facilitation and presentation skills; Policy analysis and development; Financial management; Project management & Conflict management.

### DUTIES
Manage and coordinate Department evaluation; Facilitate the Departmental Reviews; Coordinate the assessments on the quality of governance and management practices; Develop policies and strategies aimed at improving service delivery; Manage resource of the Sub-directorate

### ENQUIRIES
Ms B Sophazi (033) 264 5437

### POST 07/145
**DEPUTY DIRECTOR: OFFICE MANAGER** (OFFICE OF THE DEPUTY DIRECTOR GENERAL) REF NO: DSD16/02/2018HO

### SALARY
R657 558 per annum, Level 11 (all-inclusive remuneration package)

### CENTRE
Head Office

### REQUIREMENTS
Qualifications: Bachelor’s Degree or 3-year National Diploma in Office Administration/Public Management/Administration plus 3-5 years’ junior management experience. A valid Driver’s license Knowledge; Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Research Methodology; Knowledge management; Knowledge of Basic Conditions of Employment Act; National and Provincial Practice Notes; Service Delivery frameworks; KZN Citizen’s Charter. Skills: Communication; Interpersonal relations; Client orientation and customer focus; Planning and organizing; Programme and Project solving management; Problem solving and analysis; Research; Policy analysis; Language; Computer literacy; Numeracy; Analytical thinking; interpersonal relations; Time management; Report writing skills & Decision Making.

### DUTIES
Provide executive administrative support services to the Deputy Director General; Manage general support services in the office of the Deputy Director General; Coordinate the collection and analyze the strategic information required by Deputy Director General; Develop polices and strategies aimed at improving service delivery & Manage the resource of the component.

### ENQUIRIES
Mr MT Mazibuko (033) 264 2074
POST 07/146

ASSISTANT MANAGER: COMMUNITY DEVELOPMENT SUSTAINABLE LIVELIHOOD (7 POSTS)

SALARY: R432 384 – R581 085 per annum. Grade 1-2

CENTRE: King Cetshwayo Ref: DSD17/02/2018KING;
Umkhanyakude District Ref: DSD18/02/2018UMKH
(Ethekwini North District)- Re-advertisement Ref: DSD104/01/17ETHEND
(Ethekwini South District) Re-advertisement- Ref: DSD105/01/17ETHESD
(Uthukela District) Re-advertisement- Ref: DSD106/01/17UTHUK
(Harry Gwala District)- Re-advertisement- Ref: DSD107/01/17HARRY
(Ugu District)- Re-advertisement Ref: DSD108/01/17UGU

REQUIREMENTS

Qualifications: Bachelor’s Degree or 3-year National Diploma in Community development/ Development Studies/ Social Sciences; plus a minimum of 8 years’ experience in community development field/ arena; A valid driver’s license.
Knowledge; Knowledge and understanding individual and group behavior, its inter- relations within community structures, dynamics of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Knowledge of the Public Service Management Frameworks;
Skills: Problem solving; Conflict resolution; Computer literacy; Communication (written & verbal); Complex research; Financial management; Presentation; Project management; Policy formulation and implementation.

DUTIES:

Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery area(s); Coordinate and manage a sustainable livelihood service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the sustainable livelihood and management fields to enhance service delivery; Plan and ensure that research on sustainable livelihoods is undertaken.

ENQUIRIES:

Mr ND Mchunu (UThungulu District) (035) 797 1600;
Ms B Mchunu (Umkhanyakude District) (035) 595 1156;
Mrs NC Mhlongo (031) 336 8872 (eThekwini North District)
Mrs RM Ntombela 031 336 8787 (eThekwini South District)
Mrs ET Majola (036) 634 6600 (Uthukela District)
Mrs NJ Mzizi (039) 834 1176 (Harry Gwala District)
Mr ST Mphuthi (039) 682 7506 (Ugu District)

POST 07/147

SOCIAL WORK SUPERVISOR: (14 POSTS) REF NO: CAMPERDOWN SERVICE OFFICE

REF NO: DSD35/02/2018CAMP (Umgungundlovu District); KwaMashu Service Office
REF NO: DSD36/02/2018KWAMASH (Ethekwini North District); Pinetown Service Office
REF NO: DSD37/02/2018PINE (Ethekwini North District) Bhamshela Service Office
REF NO: DSD38/02/2018BHAM (Ilembe District); Lower Umfolozi Service Office (2)
REF NO: DSD39/02/2018LOWER (King Cetshwayo District); Melmoth Service Office
REF NO: DSD40/02/2018MEL (King Cetshwayo District); Dukuza Service Office
REF NO: DSD41/02/2018DUK (uThukela District); Madadeni Service Office
REF NO: DSD42/02/2018AMAJUDA (Amajuba District); Newcastle Service Office
REF NO: DSD43/02/2018NEWCA (Amajuba District); Chatsworth Service office
REF NO: DSD44/02/2018CHATSS (Ethekwini South District); Glencoe Service Office
REF NO: DSD45/02/2018Glen (UMzinyathi District); Msinga Service Office
REF NO: DSD46/02/2018MSING (UMzinyathi District); Paulpietersburg Service Office
REF NO: DSD47/02/2018PAUL (Zululand District)
SALARY: R341 322 – R634 974 per annum, Grade 1-2
CENTRE: Camperdown Service Office; KwaMashu Service Office; Pinetown Service Office; Bhamshela Service Office; Lower; Umfolozi Service Office; Melmoth Service Office; Dukuza Service Office; Madadeni Service Office; Newcastle Service Office; Chatsworth Service Office; Glencoe Service Office; Msinga Service Office; Paulpietersburg Service Office.

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years’ recognizable experience in social work after registration as Social Worker with SACSSP. A valid driver’s license Knowledge: Knowledge and understanding of human behavior and social system, The ability and competency to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate distress and use resources efficiently and effectively, Understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at risk and effectively, Ability to compile complex report. Skills: Presentation, Problem solving, Computer, Interpersonal relationship, Communication (written and verbal); Research, report writing, Financial management, Supervisory, welfare counseling, analytical, organizing, conflict Management.

DUTIES: Ensure that a social work service with regard to care, support, Protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form; 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 administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Ms FN Xulu (Camperdown Service office) 031 785 1193
Ms MN Myeni (KwaMashu Service Office) 031 530 3110
Ms T Blose (Pinetown Service Office) 031 716 2600
Ms LY Thusi (Bhamshela Service Office) 032 294 9014
Ms MN Memela (Lower Umfolozi Service Office) 035 787 6340
MRS S Ngcobo (Melmoth Service Office) 035 450 8700
Ms N Hadebe (Dukuza Service Office ) 0364386179
Mrs UC Singh (Madadeni Service Office) 034 314 3085
Mrs SM Mhlongo (Newcastle Service Office) 034 312 1319
Ms NB Hoosen(Chatsworth Service office) 031 402 8001
Ms AJ Madlabane (Glencoe Service Office) 034 393 3190
Ms PB Dlamini (Umsinga Service Office) 033 493 0059
Ms PL Manyanga (Paul Pietersburg Service Office) 034 996 7000

POST 07/148: PROFESSIONAL NURSE: PRINCESS MKABAYI CYCC REF NO: DSD111/02/2018PRINCESS (UMZINYATHI DISTRICT)

SALARY: R340 431 per. annum, Grade 3
CENTRE: Princess Mkabai CYCC
REQUIREMENTS: Qualifications: R425 qualification that allows registration with SANC as a Professional Nurse; Proof of current registration with SANC. Knowledge: Nursing care processes and procedures; nursing statutes and other relevant legal frame work; Occupational Health and Safety Act; and Customer Care. Skills: Communication, teamwork, interpersonal Relations; Facilitation; clinical nursing competences; policy formulation; analytical thinking; decision making.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices; perform clinical nursing practices in accordance with the scope of practice and nursing standards as determined by relevant facility, promote quality of Nursing Care as directed by the Professional Standards; coordinate; implement evaluate nursing care programmes; coordinate nursing care and prescribe care plans for residents; ensure that a therapeutic environment is
created and maintained conduct health promotion talk for residents; promote and implement Batho Pele principle and the rights of the elderly; ensure compliance with Occupational Health and Safety Standards as well as infection control Principles.

**ENQUIRIES**
Mrs PN Ndlandla (034) 314 3085

**POST 07/149**
**ASSISTANT DIRECTOR: BURSARIES REF NO: DSD 49/02/2018HO**

**SALARY**
R334 545, per annum, Level 9

**CENTRE**
Head Office

**REQUIREMENT**
Qualifications: Bachelor’s Degree or 3-year National Diploma in Human Resource Development/ Human Resource Management/ Public Management/ Administration/ Management of Training plus 3 to 5 years’ administrative experience in Human Resource Development environment. A valid driver’s license. Knowledge: Republic of South African Constitution; Public Service Act; Public Finance Management Act; National Human Resource Development Strategy; Sector Skills Plan; All training legislation; Career Management Policy & EPMDs. Skills: Communication (written & verbal); Leadership; Project management; Organizing; Computer Literacy; Interpersonal relations; Problem solving & Financial management.

**DUTIES**
Coordinate the development of Talent and Career Management Plan; Coordinate the fostering of HEI & FET strategic partnerships; Coordinate and implement an integrated AET framework; Administer Internal bursaries and Social Work Scholarship; Provide advice and guidance and input to policies; Manage the resources of the division.

**ENQUIRIES**
Mr VW Gumede (033) 264 2078

**POST 07/150**
**ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: DSD 50/02/2018UMGU**

**SALARY**
R334 545 per annum, Level 9

**CENTRE**
UMgungundlovu District

**REQUIREMENTS**
Qualifications: Bachelor’s Degree or 3–year National Diploma in Human Resources Management/Public Administration/Management plus 3-5 years’ experience in Human Resources Management. A valid driver’s license. Knowledge: Public Service Act; Public Service Regulations; Labour Relations Act; Skills Development Act; Basic Conditions of Employment Act; Public Finance Management Act and Treasury Regulations; Employment Equity Act; Employee Performance Management and Development System; White Paper in Transformation; Service Delivery Frameworks and Occupational Health and Safety Act. Skills: Communication (written & verbal), Language, Listening, Organizing, Report; Computer literacy; Interpersonal relations; Problem solving; Time Management; Project management, Presentation, Negotiating, Financial Management.

**DUTIES**
Provide human resource administration services; Administer the provisioning of human resource development; Provide labour relations services; Provide employee health and wellness programmes; Provide PERSAL support services; Provide advice, guidance and inputs to policies; Manage the resources of the component.

**ENQUIRIES**
Mr MN Mhlongo (033) 395 9600

**POST 07/151**
**ASSISTANT DIRECTOR: MONITORING & PERFORMANCE REPORTING REF NO: DSD 51/02/2018HO**

**SALARY**
R334 545 per annum, Level 9

**CENTRE**
Head Office

**REQUIREMENTS**
Qualifications: Bachelor’s Degree or 3-year National Diploma in Public Administration/ management/Monitoring and Evaluation plus 3-5 years’ administrative experience in monitoring and evaluation; A valid Driver’s license. Knowledge: Working knowledge of the Public Service; Public Service Act; Public Service Regulation; Public Finance Management Act and Treasury Regulations; Employee Performance Management and Development System; Monitoring and Evaluation Framework; Framework for Managing Programme Performance
Information. Skills: Language; Analytical thinking, Computer; Problem Solving; Decision Making; Report writing; Interpersonal Relations; Presentation Skills & Project Management.

DUTIES: Analyse and manage data for institutional and programme performance to produce quarterly and annual reports; Review and update the monitoring Framework for measuring institutional performance; Facilitate the implementation and maintenance of electronic institutional monitoring system; Co-ordinate monitoring functions between the department and its social partners. Provide advice, guidance and input to policies. Manage resources of the Division.

ENQUIRIES: Mr RM Madlala (033) 264 5419

POST 07/152: ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DSD52/02/2018 HO

SALARY: R334 545 per annum. Level 9
CENTRE: Head Office
REQUIREMENTS: Qualifications: Bachelor’s Degree or 3–year National Diploma in Supply Chain Management/Public Management/Administration plus 3-5 years’ administrative experience in Supply Chain Management. A valid driver’s license. Knowledge: Financial Handbook; Public Finance Management Act; KZN Supply Chain Management Policy Framework; Public Service Act; Procurement Act, 2001; Treasury Regulation; Supply Chain Management Delegations; Promotion of Access to Information Act; BBBEE Act, Preferential Procurement Policy Framework. Skills: Communication (written & verbal); Computer Literacy; Interpersonal relation and networking; Analytical; Innovative; Problem Solving; Financial management; Time Management; Project Planning; Planning and Organizing.

DUTIES: Co-ordinate the rendering of effective bookings for flights, accommodation and hired vehicles; Ensure the issuing of orders to selected suppliers; Administer departmental accounts with service providers and ensure timeous payment; Provide advice and guidance and input to policies and Manage the resources of the Division.

ENQUIRIES: Mr DE Dlamini (033) 341 9902

POST 07/153: ASSISTANT DIRECTOR: OFFICE MANAGEMENT & SUPPORT REF NO: DSD53/02/2018 HO

SALARY: R334 545 per annum. Level 9
CENTRE: Head Office
REQUIREMENTS: Qualifications: Bachelor’s Degree or 3-year National Diploma in Public Management/ Administration/ Office Management; 3-5 years’ office management experience; A Driver's license. Knowledge: Working knowledge of public service; Public Service Act; Public Service Regulations; PFMA and Treasury Regulations; Employee Performance Management and Development System. Skills: Communication (written & verbal), listening; Problem solving; Analytical thinking; Interpersonal relations; Presentation; Conflict management; Organizing and financial management.

DUTIES: Manage and prepare draft submissions to the Cabinet on behalf of the HoD; Coordinate and monitor the HoD’s specific projects; Monitor administrative services for the HoD; Provide advice, guidance and input to policy; Manage resources of the sub-directorate.

ENQUIRIES: Mr E Ntuli (033) 264 5406

POST 07/154: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSD54/02/2018 HO

SALARY: R334 545 per annum, Level 9
CENTRE: Head Office
REQUIREMENTS: Qualification: Bachelor’s Degree or 3-year National Diploma in Human Resources Management/Public Administration/ Industrial Relations, Labour Law; 3-5 years’ administrative experience in Labour Relations. A valid Driver’s license. Knowledge: Public service Act; Public service Regulations; Employment Equity Act; Public Administration and Justice Act; Public Finance Management Act and
Treasury Regulations; Basic Conditions of Employment Act; PSCBC/PHSDSBC resolutions; Occupational Health and Safety Act; Republic of South Africa Constitution; Labour Relations Act. Skills: understanding of labour relations models; planning organization; well-developed analytical and research skills; interpersonal skills; report writing communications and presentation skills; Project management; computer literacy; driving skills.

**DUTIES**
Handle disciplinary cases; Investigate and preside in misconduct proceedings; collect and keep statistics on misconduct and disputes; Maintain an electronic database of disciplinary cases; Provide advice and guidance and input to policies manage resources of the Division.

**ENQUIRIES**
Mr SB Xulu (033) 264 2015

**POST 07/155**
ASSISTANT DIRECTOR: CONTROL NETWORK CONTROLLER REF NO: DSD55/02/2018HO

**SALARY**
R334 545 per annum, Level 9

**CENTRE**
Head Office

**REQUIREMENTS**
Qualifications: Bachelor's Degree or 3-year National Diploma in Information Technology plus 6-10 years’ experience or MCSE or CNE plus 4 years’ experience. A valid driver’s license. Knowledge; In-depth knowledge of computer hardware and software; In-depth knowledge of operating systems and related topics; In-depth knowledge of network connectivity devices; Knowledge of fault logging system; Departmental objectives; Service delivery and service level; Departmental business processes; Policy analysis and development. Skills: Operating skills; Communication; Conflict management; Project management; Problem Solving; Decision making; Planning and organizing; Interpersonal relationship; Facilitation; Research/Investigation; Innovative; Administration and Coordination.

**DUTIES**
Ensure network management; Provide IT advisory services; Administer contracts and policies; Undertakes and manage research of server hardware and software; Ensure end user support (including fault resolution); Manage component resources.

**ENQUIRIES**
Mr MJ Siziba (033) 264 2295

**POST 07/156**
REPAIR AND MAINTENANCE COORDINATOR – RE-ADVERTISEMENT REF NO: DSD56/02/2018HO

**SALARY**
R334 545 per annum. Level 9

**CENTRE**
Head Office

**REQUIREMENTS**
Qualifications: Bachelor's Degree or 3-year National Diploma in Built Environment (Quantity Surveying/Construction Management); 3-5 years’ experience in building and maintenance of facilities. A valid driver’s license. Knowledge: Extensive knowledge of PFMA; Knowledge of planning and management of construction of Physical Facilities; Working knowledge of national building regulations; knowledge of policies with regards to physical facilities; Working Knowledge of land regulation and SA Development Trust; Working knowledge of national building regulations; Act 1996 (i.e. constitution of South Africa) Labour Relations and relevant regulation; Knowledge of policies with regards to physical facilities. Skills: Computer literacy; Specification writing; Good communication; Decision making; Time Management; Financial management; Project management; Interpersonal relations; Networking; Analytical and innovative thinking; Problem solving; Planning and Organising.

**DUTIES**
Ensure the provision of effective multi-year planning and technical advice in relation to maintenance; Administer the compilation of needs assessment and specifications pertaining to maintenance requirement; Supervise maintenance work done by contractors; Report on building; maintenance planning and construction; Provide budgetary allocations and expenditure in respect of maintenance; Provide Assets and Human Resource Management and input to policies.

**ENQUIRIES**
Mr HB Ngwane (033) 341 7907
POST 07/157: CHIEF WORK-STUDY ANALYST REF NO: DSD48/02/2018 HO

**SALARY**: R334 545 per annum. Level 09

**CENTRE**: Head Office

**REQUIREMENTS**: Qualifications: Bachelor’s Degree or 3-year National Diploma in Management Services/Operations Management/ Organizational Design/Production Management (Public Management/Administration plus a Certificate in Management Services/ Organizational Design). A Job Evaluation Certificate issued by DPSA/SAMDI/PALAMA. Three (3) years’ experience in Workstudy and Job Evaluation. A valid driver’s license. Knowledge: Republic of South African Constitution; Public Service Act of 1994; Public Service Regulations; Public Finance Management Act; Integrated Service Delivery Model; Batho- Pele Principles; Organizational Design; Job Evaluation Analysis; Labour Relations Act & EPMDA. Skills: Communication (written & verbal); Computer literacy; Interpersonal relations and networking; Time management; Interviewing; Research; Presentation; Project planning; Influencing; analytical; Innovative and creative thinking; Organizing; Financial management; Facilitating & Report writing.

**DUTIES**: Conduct investigation on Organizational structures and post establishment and make recommendations. Conduct job evaluation. Provide technical advice on the development of job descriptions; Conduct Business Processes Management; Provide advice, guidance and input to policies; Manage resources of the component.

**ENQUIRIES**: Mr NM Zulu (033) 341 7910

POST 07/158: LEGAL ADMINISTRATIVE OFFICER REF NO: DSD57/02/2018 HO

**SALARY**: R331 692 - R446 736 per annum, Grade MR5

**CENTRE**: Head Office

**REQUIREMENTS**: Qualifications: Bachelor of Laws (LLB); A minimum of 8 years appropriate post qualification experience in legal services field/ arena. A valid driver’s license Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Criminal Procedure Act; National and Provincial Practice notes; Constitutional Law, Administration Law, Family Law, Law of a persons, Law of contracts; Laws applicable in the Public Service generally, Interpretation of Laws( Constitutional and Statutory), Legal drafting and interpretation; Legislative drafting; Litigation management, including alternative dispute resolution; Legal research methods and mechanisms. Skills: Communication (written & verbal); Report writing; Dispute resolution; Presentation; Computer literacy; Interpersonal relations; Research; Networking; Problem solving; Financial management; Project management; Time management; Negotiation.

**DUTIES**: Provide contract drafting, editing and vetting services; Provide legal compliance management services; Provide general legal advisory and support services; Provide legislative drafting and review services; Provide litigation management services.

**ENQUIRIES**: Adv NW Hlabisa(033) 341 7905/6

POST 07/159: SOCIAL WORK POLICY DEVELOPER GRADE 1: HIV & AIDS (2 POSTS) REF NO: DSD 58/02/2018 HO

**SALARY**: R323 178- R 516 279 per annum, Grade 1-2

**CENTRE**: Head Office

**REQUIREMENTS**: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker plus a minimum of 8 years’ appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license. Knowledge: Working knowledge of public Services, Policy Analysis and development, Public service regulations and relevant act, Labour Relations Act, Public Service Acts, Interpretation of Statutes, Administrative Law, Research Methodology, Treasury Regulations, and PFMA. Organisation behaviour analysis, Strategic business management Skills: Planning and organising, Networking, communication (written
and verbal), Co-Ordination, Professional counselling, Analytical, Monitoring and Evaluation, Problem solving, Report writing, Financial Management, project management, Team Building, Policy analysis and development, Presentation, People management, Ability to compile complex report skills.

**DUTIES**: Develop, implement and maintain HIV/AIDS Prevention Services, policies, Guidelines and relevant frameworks, Keep up to date with the new developments in the HIV&AIDS Prevention Services. Research, developments, monitoring and evaluation and perform the administrative functions required in the unit.

**ENQUIRIES**: Ms PF Luthuli (033) 2642175

**POST 07/160**: SOCIAL WORK POLICY DEVELOPER GRADE 1-2: SUBSTANCE ABUSE PREVENTION AND REHABILITATION REF NO: DSD 59/02/2018HO

**SALARY**: R323 178- R 516 279 per annum, Grade 1-2

**CENTRE**: Head Office

**REQUIREMENTS**: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 8 years’ appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa, Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional Counselling; Social Welfare Acts and Policies; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports Skills: Counselling; problem solving and analysis; report writing; policy development; planning and organizing; Communication (written & verbal); financial management, research; networking; presentation; facilitation; monitoring and evaluation; programme and project management; language; computer literacy and numeracy.

**DUTIES**: Conduct research and development; Develop, implement and maintain substance abuse prevention and rehabilitation policies; Keep up to date with the new developments in the substance abuse prevention and rehabilitation services; Perform all the administrative functions required in the unit.

**ENQUIRIES**: Mr RS Byroo (033) 264 2011

**POST 07/161**: SOCIAL WORK POLICY DEVELOPER: CHILDREN & FAMILIES REF NO: DSD60/02/2018HO

**SALARY**: R323 178- R 516 279 per annum, Grade 1-2

**CENTRE**: Head Office

**REQUIREMENTS**: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession; plus a minimum of 8 years’ appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa, Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional Counselling; Social Welfare Acts and Policies; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports Skills: Counselling; problem solving and analysis; report writing; policy development; planning and organizing; Communication (written & verbal); financial management, research; networking; presentation; facilitation; monitoring and evaluation; programme and project management; language; computer literacy and numeracy.

**DUTIES**: Conduct research and development; Develop, implement and maintain children and families’ policies; Keep up to date with the new developments in the children and families; Perform the administrative functions required in the unit.

**ENQUIRIES**: Dr ZE Mfusi (033) 264 2012
POST 07/162

COMMUNITY DEVELOPMENT SUPERVISOR: GRADE 1 (2 POSTS) HARDING SERVICE OFFICE DSD61/02/2018HARD (UGU DISTRICT); IMPENDLE SERVICE OFFICE DSD63/02/2018IMPE (UMGUNGUNDLOVU DISTRICT)

SALARY : R323 178 -R458 712 per .annum, Grade 1-2
CENTRE : Harding Service Office; Impendle Service Office
REQUIREMENTS : Qualifications: Bachelor’s Degree or 3- year National Diploma in Development Studies/ Community Development/ Social Sciences plus a minimum of 7 years’ experience in community development field/ arena. A valid driver’s license. Knowledge: Non-Profit Organizations Act; PFMA and Treasury Regulations; Public Service Act and Regulations; Labour Relations; Community development; inter-sectoral collaboration and partnerships; inter-governmental relations; Knowledge and understanding of individual and group behavior. Skills: Project management; Planning and organizing; Problem solving, Conflict resolution; Computer literacy, Communication (written & verbal), Complex research; Presentation; Policy formulation and implementation.
DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Assist employees engaged in the function by solving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players. Ensure sustainability of development activities within the communities; Perform administrative support activities; keep up to date with new developments in the community development to ensure an efficient and effective service.
ENQUIRIES : Mrs NG Tshalatha (Harding Service Office) (039) 433 1010
Mrs ML Hlalukane (Impendle Service Office) (033) 996 0414
Ms B Mchunu (Umkhanyakude District) (035) 595 1156

POST 07/163

CORPORATE SUPPORT OFFICER (5 POSTS) REF NOS: Impendle Service Office DSD65/02/2018IMPE (Umgungundlovu District); Mpumalanga Service Office DSD66/02/2018MPUM (Ethekwini South District); Ingwavuma Service Office DSD67/02/2018NGWAVU (Umkhanyakude District); Pinetown Service Office DSD68/02/2018PINE (EThekwini North District); Princess Mkabayi CYCC DSD69/02/2018PRINCESS (Umzinyathi District)

SALARY : R281 418 per annum, Level 8
CENTRE : Impendle Service Office; Mpumalanga Service Office; Ingwavuma Service Office; Pinetown Service Office; Princess Mkabayi CYCC.
DUTIES : Provide human resource management; Monitor budget of the Service Office, Provide Auxiliary Services, Manage Supply Chain Management Services, Monitor Information Technology Services, Provide supervision of personnel.
ENQUIRIES : Mrs ML Hlalukane- Impendle Service Office (033) 996 0414;
Mrs LA Dlomo Mpumalanga Service Office (031) 771 1341
Mrs DN Mbonambi Ingwavuma Service Office (035) 591 0160/1
Ms T Blose Pinetown Service Office (031) 716 2600
Ms PN Ndlandla Princess Mkabayi CYCC (034) 271 0031
POST 07/164 : WORK STUDY ANALYST REF NO: DSD64/02/2018HO

SALARY : R281 418 per annum, Level 8
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree or 3 – year National Diploma in Production/Operations Management/Management Services/ Organizational Design, plus Year experience in Organizational Design. A valid driver’s license. Knowledge: knowledge on Public Service Act; Public Service Regulations; Service Delivery; Constitution, Batho Pele principles; Code of Conduct; Human Resource Practices; Job evaluation Analysis, Labour Relations Act and relevant Regulations. Skills: Communication (written & verbal), Language, Listening, Organizing, Report; Computer literacy; Interpersonal relations; Problem Solving; Time Management; Project management, Presentation, Negotiating, Financial Management.
DUTIES : Conduct investigation on organizational structures and Post establishment and make recommendations; Conduct job evaluation; Conduct Business Processes Management; Provide technical advice on development of job descriptions; Keep records of generic job description, job descriptions for evaluated jobs and update database.
ENQUIRIES : Mr NM Zulu (033) 341 7910

POST 07/165 : COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD71/02/2018HO

SALARY : R270 666 – 516 279 Grade 1-3
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree in Community Development/Development Studies/ Social Sciences plus a minimum of 8 years recognisable experience in Community Development arena/field. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; PFMA; Treasury regulations; Research Methodology; Service delivery frameworks; National Development Plan; Provincial Growth and Development Plan; Community Development; Project management principles and Ability to compile complex reports. Skills: Interpersonal; Project Management; Organizational; Report writing; Analytical; Communication (written and oral) Monitoring and evaluation; Policy analysis and development; Financial management; Presentation; Facilitation; Research; Language; Computer literacy and Numeracy.
DUTIES : Keep up to date with new developments in the Institutional capacity building; Conduct research and development; Develop, implement and maintain institutional capacity building policies; Perform the administrative functions required in the unit.
ENQUIRIES : Mrs GH Sikhakhane (033) 264 2001

POST 07/166 : COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH & WOMEN DEVELOPMENT (4 POSTS) REF NO: DSD70/02/2018HO

SALARY : R270 666 – 516 279 Grade 1-3
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree in Community Development/Development Studies/ Social Sciences plus a minimum of 8 years recognisable experience in Community Development arena/field. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public service regulations; PFMA; Treasury Regulations; Research Methodology; Service delivery frameworks; Youth Development Policy; National Youth Development Agency Act; National Development Plan; Provincial Growth and Development Plan; Public Participation; Community development; Project management principles.Skills: Interpersonal; Project Management; Organizational; Report Writing; Analytic; Communication (written and verbal) Policy analysis and development; Financial Management; Presentation; Facilitation; Research; Language; Computer literacy and Numeracy.
DUTIES : Keep up to date with new developments in the youth development field; Conduct research and development; Develop, implement and maintain youth development policies; Perform the administrative functions required in the unit.
ENQUIRIES: Mr NP Mavuso (033) 264 2170

POST 07/167: SOCIAL WORKER GRADE 1-4: HIV/AIDS (3 POSTS) REF NO: ETHEKWINI NORTH
District DSD 19/02/2018ETHND;
Ilembe District DSD 20/02/2018ILEMB;
King Cetshwayo District DSD 21/02/2018KING

SALARY: R226 686 – R516 279 per annum. Grade 1-4
CENTRE: Ethekwini North District;
Ilembe District;
King Cetshwayo District.

REQUIREMENTS:
Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus, a minimum of 7 years’ appropriate experience in social work after registration as Social Worker with SACSSP; A Valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES: Mrs NC Mhlongo (Ethekwini North District) (031) 3368872.
Mrs SM Sikhakhane (Ilembe District) (031) 336 8819/35.
Mr ND Mchunu – (King Cetshwayo District) (035) 797 1600

POST 07/168: SOCIAL WORKER GRADE 1-4: OLDER PERSONS (3 POSTS)
Harry Gwala District Ref: DSD22/02/18HARRY;
Zululand District Ref: DSD23/02/2018ZUL;
Ethekwini North District Ref: DSD24/01/2018ETHND

SALARY: R226 686 – R516 279 per annum. Grade 1-4
CENTRE: Harry Gwala District; Zululand District & Ethekwini North District

REQUIREMENTS:
Qualifications: Bachelor’s Degree in Social Work Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through
the relevant programmes; Support lower level employees Keep up to date with developments in the social welfare fields This would, inter alia, entail the following; Perform all the administration functions required of job.

ENQUIRIES
Mrs NJ Mzizi (Harry Gwala District) (039) 834 1176
Mr BM Gumede (Zululand District) (035) 874 8502
Mrs NC Mhlongo (Ethekwini North District) (031) 3368872

POST 07/169
SOCIAL WORKER GRADE 1-4: CARE AND FAMILIES (2 POSTS) REF NO: HARRY GWALA DISTRICT DSD25/02/2018HARRY; UGU DISTRICTS DSD26/02/2018UGU

SALARY
R226 686 – R516 279 per annum. Grade 1-4

CENTRE
Harry Gwala District, UGu Districts

REQUIREMENTS
Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a social worker. Proof of current registration with SACSSP plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A Valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES
Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES
Mrs NJ Mzizi (Harry Gwala District) (039) 834 1176; Mr ST Mphuthi (UGu District) (039) 682 4486

POST 07/170
SOCIAL WORKER GRADE 1-4: ECD AND PARTIAL CARE REF NO: DSD27/02/2018ZUL

SALARY
R226 686 – R516 279 per. annum. Grade 1-4

CENTRE
Zululand District

REQUIREMENTS
Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker plus a minimum of 7 years appropriate experience in social work after registration as a social worker with SASCCP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems: the ability and competence to develop, advocate for, and empower individuals, families and groups, organisations and communities to enhance their functioning and their problem solving capabilities; the ability to promote restore, maintain advocate for; and enhance the functioning of individual, families, groups, and communities by enabling them to accomplish tasks prevent and alleviate distress and use resources effectively: the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the point where people interact with their environments order to promote social well-being.

DUTIES
Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.
ENQUIRIES : Mr BM Gumede (035) 874 8502

POST 07/171 : SOCIAL WORKER GRADE 1-4: CHILD PROTECTION SERVICES REF NO: DSD28/02/2018UTHUK

SALARY : R226 686 – R516 279 per annum, Grade 1-4
CENTRE : UThukela District
REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES : Mrs N Murugan (036) 634 6686/14

POST 07/172 : SOCIAL WORKER GRADE 1-4: SOCIAL RELIEF (2 POSTS) REF NO: ETHEKWINI NORTH DSD29/02/2018ETHND & UGU DISTRICTS DSD30/02/2018UGU

SALARY : R226 686 – R516 279 per annum, Grade 1-4
CENTRE : EThekwini North & UGu Districts
REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administration functions required of job.

ENQUIRIES : Mrs NC Mhlongo (Ethekwini North District) (031) 3368872
Mr ST Mphuthi (UGu District) (039) 682 4486
POST 07/173

SOCIAL WORKER GRADE 1-4: CRIME PREVENTION & SUPPORT (3 POSTS)

REF NO: UMKHANYAKUDE DISTRICT DSD31/02/2018UMKH; HARRY GWALA DISTRICT DSD32/02/2018HARRY & UGU DISTRICT DSD33/02/2018UGU

SALARY

R226 686 – R516 279 per annum, Grade 1-4

CENTRE

Umkhanyakude; Harry Gwala & UGu District

REQUIREMENTS

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES

Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administrative functions required of job.

ENQUIRIES

Ms B Mchunu (Umkhanyakude District) (035) 5951156
Mrs NJ Mzizi (Harry Gwala District) (039) 834 1176
Mr ST Mphuthi (UGu District) (039) 682 4486

POST 07/174

SOCIAL WORKER GRADE 1-4: SUBSTANCE ABUSE, PREVENTION & REHABILITATION REF NO: DSD34/02/2018UTHUK

SALARY

R226 686 – R516 279 per annum, Grade 1-4

CENTRE

UThukela District

REQUIREMENTS

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; plus a minimum of 7 years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems; the ability and competence, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; the 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; the understanding and ability to provide social services towards protecting vulnerable people; ability to compile complex reports. Skills: Skills to challenge structural sources of poverty, inequality, oppression and discrimination; skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES

Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Support lower level employees; Keep up to date with developments in the social welfare fields; Perform all the administrative functions required of job.

ENQUIRIES

Mrs N Murugan (036) 634 6686/14
POST 07/175 : PERSONAL ASSISTANT: (7 POSTS) REF NO:
Office Management & Support DSD101/02/2018EXEC;
Development & Research DSD102/02/2018D&R;
Organizational Development & Efficiency DSD103/02/2018DODE;
DDG’s Office DSD104/02/2018DDG;
Financial Services DSD105/02/2018CFO;
Chief Directorate EThekwini Cluster DSD106/02/2018ETHC
Corporate Support Services EThekwini North District DSD107/02/2018ETHND

SALARY : R226 611 per annum, Level 7
CENTRE : Head Office; EThekwini Cluster, EThekwini North District
REQUIREMENTS : Qualifications: Bachelor’s Degree or 3-year National Diploma in Secretarial Studies plus 3-5 years’ experience in rendering support services to senior management. Knowledge: Relevant legislation/policies/prescripts and procedures; Basic knowledge of financial administration. Skills: Communication (written & verbal); Telephone etiquette, Computer literacy; planning and organizing; interpersonal relations; presentation.

DUTIES : Provide secretarial/receptionist support service to the Manager; Render administrative support services; Provide support services to the Manager; Support the Manager with regard to administration of budget; Receive record and distribute all incoming and outgoing documents, develop and maintain a record tracking system; Manage the diary, correspondence and workflow; Drafting, typing of correspondence/documents which includes presentations and spread sheets; Assist with the procurement of goods and services for the office and manage the inventory.

ENQUIRIES : Mr E Ntuli (033) 264 5406 (Office Management & Support)
Mr FMD Xaba (033) 264 2172 (Development & Research)
Mr NM Zulu (033) 264 7910 Organizational Development & Efficiency)
Mr MT Mazibuko (033) 264 2074 (DDGs Office)
Mr JD Mngomezulu (033) 264 5412 (Financial Services)
Ms TK Ndaba (031) 336 8700 (Chief Directorate and EThekwini) Ethekwini North District)

POST 07/176 : MONITORING OFFICER REF NO: DSD108/02/2018HO

SALARY : R226 611 per annum. Level 7
CENTRE : Head Office

DUTIES : Implement a monitoring and evaluation framework with regard to monitoring in the department and NPO’s. Disseminate information on M&E outcomes, techniques, processes and tools. Provide technical advice and support on the M&E framework to all relevant stakeholders. Produce and disseminate reports to relevant stakeholders.

ENQUIRIES : Mr RM Madlala (033) 264 5419

POST 07/177 : ADMINISTRATIVE OFFICER: OFFICE MANAGEMENT & SUPPORT REF NO: DSD109/02/2018

SALARY : R226 611 per annum. level 7
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree or 3-year National Diploma in Public Management/Administration. 2-3 years Clerical experience. A valid driver’s license Knowledge: Working knowledge of public service; Public Service
Regulations; Public Service Act and understanding of Batho- Pele Principles.
Skills: Language; Listening; Analytical; Interpersonal relations; Computer; Problem solving; Organizing and Minute writing skills.

DUTIES: Provide administrative support services; Provide a secretariat function, and establish, implement and maintain an efficient and effective filing system; procure goods and services; Promote sound working relationships between the office of the HoD and other stakeholders.

ENQUIRIES: Mr E Ntuli (033) 264 5406

POST 07/178: STATE ACCOUNTANT: ORGANIZATIONAL RISK MANAGEMENT SERVICES
REF NO: DSD 110/02/2018HQ

SALARY: R226 611 per. annum, Level 7
CENTRE: Head Office
REQUIREMENTS: Qualifications: Bachelor’s Degree or 3-year National Diploma in Internal Auditing/Public Finance plus 1-3 years’ experience in the internal audit or risk management environment. Knowledge: Working knowledge of Public Service Act; Constitution of Republic of South Africa, Public Service Regulations; Commission of Sponsored Organisations; PFMA and Treasury Regulations; International Standards for the Professional Practice of Internal Auditing; Batho-Pele principles; Prevention and Protection of Criminal Activities Act; Criminal Procedures Act; Preferential Procurement policy framework. Skills: Communication; Interpersonal relations; Change Management; Analytical Thinking; Research; Presentation; Facilitation; Time management; Problem solving and analysis; Policy analysis; Financial management; Language; Numeracy; Computer Literacy.

DUTIES: Provide support before and during risk assessment sessions and keep working papers used during the process of risk assessment; Compile and update risk register; Co-ordinate and follow-up on responses to action plans as indicated on the risk register; Co-ordinate risk and fraud awareness campaigns.

ENQUIRIES: Mrs CS Mlambo (033) 264 2006

POST 07/179: SOCIAL WORKER (15 POSTS) REF NO:
Ndwedwe Service Office DSD81/02/2018NDWE (Ilembe District);
Richards Bay Service Office DSD84/02/2018RICH (King Cetshwayo District);
Ezakheni Service Office DSD88/02/2018EZAKH (Uthukela District);
Sinethemba CYCC DSD91/02/2018NEWCYCC (Amajuba District);
Dundee Service Office DSD92/02/2018DUND (Umzinyathi District);
Newlands Rehabilitation Centre DSD93/02/2018NEWLAN (EThekwni North District);
Durban Service Office DSD94/02/2018DBN (EThekwni North District);
Chatsworth Service Office (3) DSD95/02/2018CHATS (EThekwni South District);
KwaDukuza Service Office DSD96/02/2018KWADUK (ILembe District);
Osizweni Service Office DSD97/02/2018OSIZ (Amajuba District);
Hlanganani Service Office DSD98/02/2018HLANG (UMgungundlovu District);
Mahlabathini Service Office DSD99/02/2018MAHLA (Zululand District);
Ongoye Service Office DSD100/02/2018ONGOYE (King Cetshwayo District);

SALARY: R211 263 to R391 224 per annum, Grade 1-4
CENTRE: Ndwedwe Service Office
Richards Bay Service Office
Ezakheni Service Office
Sinethemba CYCC
Dundee Service Office
Newlands Rehabilitation Centre
Durban Service Office
Chatsworth Service Office
KwaDukuza Service Office
Osizweni Service Office
Hlanganani Service Office
Mahlabathini Service Office
Ongoye Service Office.
**REQUIREMENTS**

- Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker.
- A valid driver’s license;
- Knowledge: Knowledge and understanding of human behavior and social systems; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities; The 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;
- The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves;
- Skills: communication, listening; interpersonal; computer; research; problem solving; report writing; conflict management; time management; welfare counselling.

**DUTIES**

- Provide a social service with regard 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 of the job.

**ENQUIRIES**

- Ms DZ Nkosi (Ndwedwe Service Office) 032 533 5021
- Mrs T Anamally (Richards Bay Service Office) 035 797 1600
- Mrs ZP Nkosi (Ezakheni Service Office) 036 634 6600
- Mrs AT Mtambo (Sinethemba CYCC) 034 317 1254
- Ms AJ Madlabane (Dundee Service Office) 034 218 1336
- Ms ZF Makhawula (Newlands Park CYCC) 031 578 3992
- Mrs P Moodley (Durban Service Office) 031 360 5444
- Ms Hoosen (Chatsworth Service Office) 031 4028 001
- Ms NS Hlaluka (KwaDukuza Service Office) 032 552 5246
- Mrs RZ Lushaba (Osizweni Service Office) 039 832 9265
- Mrs BT Mbuyazi (Mahlabathini Service Office) 035 873 8200
- Mrs GN Gumede (Ongoye Service Office) 035 796 6672

**POST 07/180**

- **COMMUNITY DEVELOPMENT PRACTITIONER: (7 POSTS)**
  - Vulindlela Service Office DSD112/02/2018VULI (UMgungundlovu District)
  - Pietermaritzburg Service Office (2) DSD113/02/2018PMB (UMgungundlovu District);
  - Durban Service Office DSD114/02/2017DBN (Ethekwini North District);
  - Paulpietersburg Service Office DSD115/02/2018PAUL (Zululand District);
  - Impendle Service Office DSD116/02/2018IMPENDL (UMgungundlovu District);
  - UMzimkhulu Service Office DSD117/02/2018UMZI (Harry Gwala District)

**SALARY CENTRE**

- R191 544- R222 054 per annum, Grade 1

**CENTRE**

- Vulindlela Service Office; Pietermaritzburg Service Office;
- Durban Service Office;
- Paulpietersburg Service Office;
- Impendle Service Office;
- Uzimkhulu Service Office.

**REQUIREMENTS**

- Qualifications: Bachelor’s Degree or 3-year National Diploma in Community Development/Development Studies. A valid driver’s license. Knowledge: Knowledge and understanding of human behaviors and social system and legislation to assist with intervention at the point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to coordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. Knowledge and understanding of human behavior and Social systems, legislation; understanding of social dynamics of communities; Skills: Planning and organizing, presentation and facilitation; computer literacy, communications (verbal and written), Interpersonal; Monitoring and evaluation research, Project management, Problem solving, report writing; financial management.
DUTIES: Identify and facilitate the implementation of integrated Community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all role players (internal and external); to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES:
Mrs CSN Nondabula (Vulindlela Service Office) 033 505 0087;
Mrs N Mdluli (Pietermaritzburg Service Office) 033 392 8600/53
Mrs P Moodley (Durban Service Office) 031 360 5444
Mrs PL Manyanga (Paulpietersburg Service Office) 034 996 700
Mrs ML Hlalukane (Impendle Service Office) 033 996 0414
Mr MN Njomi (Umzimkhulu Service Office) (079 494 8856

POST 07/181: CHILD & YOUTH CARE TEAM LEADER REF NO: DSD119/02/2018ZAKHE

SALARY: R138 378 p.a. Grade 1
CENTRE: Zakhe CYCC
REQUIREMENTS:
Qualifications: National Diploma in Child and Youth Care plus minimum of 7 year’s appropriate experience in Child and Youth Care worker after obtaining the required qualification. Registration with the South African Council for Social Services Profession as a Child and Youth Care Worker. Proof of current registration with South African Council for Social Services Profession as a Child and Youth Care Worker. Knowledge; The Children’s Act; Child Care Act; Children rights principles; Standard operation procedure on routine programmes; Developmental approach to therapeutic work; Understanding the basic needs of children and youth; development assessment procedures; Lifespan development theories for application in Child and Youth Care work; Clerical/Administration procedures; Knowledge of the rules and procedures of the Child and Youth Care Centre. Skills: Communication; Listening; Language; Problem-solving; Interpersonal relations; Planning and organizing.

DUTIES:
Serve as a team leader for Child and Youth Care Workers during a shift; Undertake inspections during a shift and report on incidents and problems identified. Provide care to children as the need arises; oversee the engagement in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job.

ENQUIRIES:
Ms EN Phakathi (031) 711 9950

POST 07/182: CHILD AND YOUTH CARE WORKER, GRADE 1 (2 POSTS) NEWCASTLE SCHOOL OF INDUSTRIES DSD121/02/2018NSOI; UMLAZI CYCC DSD122/01/2018UMLAZ (ETHEKWINI SOUTH)

SALARY: R124 047 – R165 231 per annum, Grade 1-2
CENTRE: Newcastle School of Industries and Umlazi CYCC
REQUIREMENTS:
Qualifications: Grade 12 Certificate plus a basic Child & Youth Care qualification as recognized by HWSETA/3-year National Diploma in Child and Youth Care Development. Registration with the South African Council for Social Services Profession as a Child and Youth Care Worker. Proof of current registration with South African Council for Social Services Profession as a Child and Youth Care Worker. Experience in residential care (is an added advantage); Life skills Training. Knowledge: Development programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of centre. Skills: Communication (written & verbal); Ability to intervene and resolve conflict; Problem-solving; Planning and organizing.

DUTIES:
Receive children and youth to the care facility after admission; Ensure that children/youth receive medical services; Assist with the implementation of planned activities, development and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.

ENQUIRIES:
Ms AT Mntambo: Newcastle School of Industries (034) 217 1254. Ms KG Sindane: Umlazi CYCC (031) 907 5129
PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

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

CLOSING DATE:
09 March 2018

NOTE:
All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver’s license should be submitted if an advertisement states that a valid driver’s license is required should an advertisement states that a valid driver’s license is required. Failure to submit the requested documents will result in the application not being considered. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification and criminal record verification. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprint will be taken on the day of the interviews.

The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised posts will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS 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. Subsequent to the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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 Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST 07/183 : CHIEF DIRECTOR REF NO: C2/18/1
Directorate: Enterprise Development

SALARY : R1 127 334 – R1 347 879 per annum (An all-inclusive remuneration package) (Salary level 14) Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE : Head Office: Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. A valid driver's license. Competencies: Knowledge: SMME development; Cooperative development; consumer advocacy / act; planning and organizing; relevant acts, directives and resolutions, computer literacy. Skills: analytical thinking; communication and negotiation; policy formulation; conflict management and problem solving; financial management; strategic thinking; adaptability; management; planning and coordination; delegation and leading. Ability to work under pressure.

DUTIES : Develop and implement policies and strategies for Enterprise Development and SMME development. Coordinate B-BBEE implementation. Develop programs for target procurement by the state and private sector towards SMME’s, women, people with disabilities and the youth. Develop and implement Co-operative policies and programs. Project Management Strength will be an added advantage. Ensure the establishment of enterprises by providing business support. Provide oversight management of state owned entities. Manage team and work with key stakeholders.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/184 : DIRECTOR REF NO: C2/18/2
Directorate: Sector Development

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

CENTRE : Head Office: Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Economic Development / Business Management/Development / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level in the economic development field. A valid driver's license. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Computer literacy. Proven managerial skills.

DUTIES : Manage and co-ordinate implementation of frameworks to promote and facilitate sector development. Manager and co-ordinate implementation of programmes to support industrial development and enhance competitiveness and job creation. Manage and co-ordinate the implementation of programmes to enhance technical
skills for economic development. Manage and monitor implementation of targeted programmes to promote industrial development.

ENQUIRIES: Mrs S Pelser (015) 293 8678

POST 07/185: DIRECTOR (BUSINESS REGULATOR) REF NO: C2/18/3
Directorate: Business Regulation

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

CENTRE: Head Office: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Commercial Law / Business Management / Economics / Law or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. A valid driver’s license. Competencies: An extensive understanding of the Public Service Regulatory Framework. Ability to formulate and implement strategic policies. Conflict management and problem solving skills. Ability to work under pressure. Computer literacy. Planning and organizational skills. Good interpersonal, communication and negotiation skills.

DUTIES: Oversee and manage the implementation and compliance to the Limpopo Business Registration Act (5 of 2003) (LIBRA) in the province. Facilitate the establishment of business registration centres at all municipalities in the province. Provide strategic support to municipalities regarding the business registration function and responsibilities. Contribute to strategic policy development and planning in the business environment of the province. Ensure a healthy and fair trade environment. Manage disputes related to business licensing. Ensure the integration of the business regulatory framework with national and local institutions as well as business partners and stakeholders.

ENQUIRIES: Mrs S Pelser (015) 293 8678

OTHER POSTS

POST 07/186: DEPUTY DIRECTOR: TOURISM DESTINATION DEVELOPMENT REF NO: C2/18/4
Directorate: Tourism

SALARY: R779 295 – R917 970 per annum (All-inclusive remuneration package) (Salary level 12)

CENTRE: Head Office: Polokwane

REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Tourism and Environment or equivalent as recognized by SAQA. Three (3) to five (5) years’ managerial experience. Valid driver’s license. Competencies: Experience in spatial development planning. Experience in infrastructure development processes. Knowledge of tourism and environmental legislations and policies. Eco-tourism development principles. Knowledge of signage policies. Project management. Experience and extensive knowledge in community participation process will be a strong recommendation. Skills: Strategic and analytical thinking; Communication and negotiation; Strategy and policy formulation skills; Conflict management and problem solving; Report writing; Management; Planning and organizing; Delegation and leading.

DUTIES: Develop and co-ordinate implementation of destination development in the province. Manage implementation of ecotourism, culture and heritage tourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Development of a provincial tourism infrastructure plan including signage. Manage route and icon development in the province. Management of regional services.

ENQUIRIES: Mrs S Pelser (015) 293 8678
POST 07/187: DEPUTY DIRECTOR: BURSARIES, INTERNSHIP AND LEARNERSHIPS REF NO: C2/18/5
Directorate: Human Resource Development

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

CENTRE: Head Office: Polokwane

REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Human Resource Development / Human Resource Management / Public Administration/Management or equivalent as recognized by SAQA. Three (3) to five (5) years managerial experience. Valid driver’s license. Competencies: Relevant experience in bursaries, internships and learnership programmes / HR / Public Administration / Financial Management will be an added advantage. A certificate of competence in Project Management will be an added advantage. Knowledge of Skills Development related acts, Public Service Act and its regulations, PFMA and Treasury Regulations. Knowledge of financial management. Knowledge of mentoring and coaching for Public Sector Managers. Good communication (verbal and written) skills and computer literacy are essential.

DUTIES: Manage the administration of the bursaries, internship and learnership unit. Manage the administration of the departmental bursary scheme. Manage the implementation of skills programmes and initiatives (bursaries, internship, learnerships, experiential learning). Facilitate the process of developing and reviewing HRD policies and procedures. Writing quarterly and annual reports to PSETA and Office of the Premier. Liaise with external stakeholders on placement of interns and learners. Management of human, financial and physical resources within the sub-directorate.

ENQUIRIES: Mrs S Pelser (015) 293 8678

POST 07/188: DEPUTY DIRECTOR: PUBLIC RELATIONS REF NO: C2/18/6
Directorate: Communication Services

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

CENTRE: Head Office: Polokwane

REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Public Relations / Media / Communication or equivalent as recognized by SAQA. Three (3) to five (5) years’ managerial experience in Communication Services or Public Relations. A valid driver’s license. Competencies: Computer literacy (MS Office applications). Knowledge of applicable legislative Government Frameworks and relevant legislation. Strong supervisory skills. Good communication skills (both verbal and written) including interpersonal skills. Good writing skills. Strategic leadership and management capabilities. Good presentation skills.

DUTIES: Provide content and editing of all departmental publications. Develop policies and procedure guidelines governing the implementation and distribution of information in the department. To provide assistance and support to district communicators. Support, monitor and evaluate the implementation of all events in the department. Monitor and scan the media environment. Media liaison services. Budget management and supervision of staff of the Unit. Perform any related tasks and assignments as may be delegated by the Director.

ENQUIRIES: Mrs S Pelser (015) 293 8678

POST 07/189: DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEM REF NO: C2/18/7
Directorate: Information Technology

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

CENTRE: Head Office: Polokwane

REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Geographic Information Systems (GIS) or equivalent as recognized by SAQA. Three (3) to five (5) years managerial experience. Valid driver’s license. Competencies: Skills and knowledge: Financial management; Project management skills; Presentation skills; Organizational and
leadership skills; Analytical and decision-making abilities; Problem solving skills; Communication and interpersonal relations skills.

**DUTIES:**
Manage establishment of GIS. Maintenance of GIS. Operational plans. People management. Research and co-ordinate communication on technical information related to the business of unit. Develop resource plans, financial plans and policies for the SBU.

**ENQUIRIES:**
Mrs S Pelser (015) 293 8678

**POST 07/190:**
CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT) REF NO: C2/18/8
Directorate: Environmental Research and Planning

**SALARY:**
R439 917 – R502 992 per annum (OSD)

**CENTRE:**
Head Office: Polokwane

**REQUIREMENTS:**
A NQF 6 qualification (Degree/Diploma) in Natural Sciences / Environmental Sciences / Geographic Information Systems (GIS) or equivalent as recognized by SAQA. Three (3) to five (5) years’ experience in environmental research and planning. Additional experience in any field of environmental management systems including Remoter Sensing and related fields will be an added advantage. A valid driver’s license. Competencies: Extensive knowledge of state of environment reporting, environmental indicators, economic and social policy instruments. Knowledge of Sustainable Development Goals (SDGs), monitoring and reporting thereof. Knowledge of environmental legislation. Extensive understanding of environmental research, data collection and ability to analyse, interpret and give strategic direction on environmental management and planning issues. Candidates might be subjected to competency evaluation.

**DUTIES:**
Overall management of the allocated sub-directorate/section with regard to facilitation of environmental information management for informed decision making. Develop an integrated state of the environment reporting system including the collection of data and development of provincial environmental performance indicators. Develop and manage GIS systems to support reporting, spatial information, impact assessments and various information systems as required by legislation. Develop and manage a system to support monitoring and reporting on SDGs. Development and management of systems for the receipt of complaints and incident reporting and for ensuring that such notifications are responded to. The processing of public requests for environment information collected and managed by the department. Participation in intergovernmental structures. Extensive communication with various stakeholders – researchers, community members, government officials, administrators and the scientific community.

**ENQUIRIES:**
Mrs S Pelser (015) 293 8678

**POST 07/191:**
CONTROL ENVIRONMENTAL OFFICER GRADE A (BIODIVERSITY PROTECTION) REF NO: C2/18/9
Directorate: Environmental Compliance and Enforcement

**SALARY:**
R439 917 – R502 992 per annum (OSD)

**CENTRE:**
Head Office: Polokwane

**REQUIREMENTS:**
A NQF 6 qualification (Degree/Diploma) in Natural Sciences / Environmental Sciences / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years’ managerial experience in biodiversity / stock theft Investigation or related fields. A valid driver’s license. Competencies: A valid Firearm competencies, completion of the Environmental Management Inspectors Course and detective experience will be an added advantage. Knowledge of environmental wildlife facility inspections/auditing, monitoring procedures and methodologies. A good knowledge and exposure to the criminal procedures act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Skills required: Good communications skills (written and verbal), project management, conflict management skills, ability to write a communicative report, ability to interpret and apply environmental legislations, good interpersonal relations, good organization and planning management.
DUTIES:
Investigate Biodiversity crime, develop and implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. Develop a programme to respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad hoc inspections and make recommendations for compliance orders and investigate or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspections structures with a view to ensure government’s efficient and effective compliance inspections with all Wildlife protection legislation, regulations, authorisations and applied enforcement instruments including notices, court orders, directives, interdicts, etc.

ENQUIRIES:
Mrs S Pelser (015) 293 8678

POST 07/192:
ASSISTANT DIRECTOR: CONSUMER EDUCATION AND ADVICE REF NO: C2/18/10
Directorate: Consumer Affairs

SALARY: R417 552 – R491 847 per annum (Salary level 10)
CENTRE: Sekhukhune District: Lebowakgomo
REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Education / Commerce / Business Management / Law / Contract Management / Consumer Science or equivalent as recognized by SAQA. Two (2) to three (3) years’ experience in consumer education and advice. Valid driver’s license. Competencies: Knowledge of Consumer Affairs Act and other consumer protection laws. Experience in consumer protection and consumer rights. Good writing skills and skills to develop consumer education material. Knowledge of Batho Pele principles, PFMA and rules governing public service. Computer literacy.

DUTIES:
 Assist in co-ordinating consumer education outreach programs in the district. Conduct consumer education workshops and road shows in the district. Develop consumer education topics. Offer advisory service to aggrieved consumers. Promote consumer rights and welfare or consumers.

ENQUIRIES:
Mrs S Pelser (015) 293 8678

POST 07/193:
ASSISTANT DIRECTOR: CONSUMER PROTECTION AND SECRETARIAT SERVICES REF NO: C2/18/11 (2 POSTS)
Directorate: Consumer Affairs

SALARY: R417 552 – R491 847 per annum (Salary level 10)
CENTRE: Mopani District: Giyani
Vhembe District: Thohoyandou
REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Commerce / Law / Business Management / Contract Management / Consumer Science or equivalent as recognized by SAQA. Two (2) to three (3) years’ experience in consumer matters. Valid driver’s license. Competencies: Knowledge of Consumer Affairs Act and other consumer protection laws. Good writing skills and knowledge of drafting agreements. Knowledge of Batho Pele principles, PFMA and rules governing public service. Computer literacy.

DUTIES:

ENQUIRIES:
Mrs S Pelser (015) 293 8678

POST 07/194:
ASSISTANT DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: C2/18/12
Directorate: Logistical Support Service

SALARY: R334 545 – R404 121 per annum (Salary level 9)
CENTRE: Head Office: Polokwane
REQUIREMENTS: A NQF 6 qualification (Degree/Diploma) in Public Management / Property Management / Logistics / Built Environment or equivalent as recognized by SAQA.
Two (2) to three (3) years’ experience in Facilities Management / Property Management / Logistics / Administration in the public service. Valid driver’s license. Computer literacy. Competencies: Written and verbal communication skills. Proper understanding of Government Immovable Asset Management Act (GIAMA) and Public Financial Management Act (PFMA). Knowledge of Occupational Health and Safety Act (OHSA) will serve as an advantage.

**DUTIES**: Facilitate the signing of lease agreements. Ensure that renovations of buildings are done. Develop specifications of tenders related to buildings. Ensure that premises surroundings are maintained. Facilitate the provision and maintenance of office accommodation. Ensure that gardening services are rendered accordingly. Facilitate the payments of rentals and municipal services. Ensure that machinery and garden equipment are maintained.

**ENQUIRIES**: Mrs S Pelser (015) 293 8678

**POST 07/195**: GIS OFFICER: GEOGRAPHIC INFORMATION SYSTEM REF NO: C2/18/13
Directorate: Information Technology

**SALARY**: R334 545 – R404 121 per annum (Salary level 9)

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: A NQF 6 qualification (Degree/Diploma) in Geographic Information Systems (GIS) or equivalent as recognized by SAQA. Two (2) to three (3) years’ experience in Geographic Information Systems (GIS). Valid driver’s license. Competencies: Spatial data capturing, analysis and administration experience. Project management skills. Good practical knowledge of a wide range of GIS products, especially ESRI products (ArcSDE, Arcview, ArcGIS, ArcInfo, etc.), Oracle/MS and SQL server. Presentation skills. A good understanding of relevant policies. Good communication and interpersonal skills. Analytical and decision-making abilities.

**DUTIES**: Development and maintenance of spatial and spatially-related data. Promote and ensure integration with other information systems. Administer and manage the departmental web map server/services (ArcIMS). Develop and co-ordinate the implementation of GIS standards. Administer GIS software and licenses. Provide GIS support to departmental users and other stakeholders.

**ENQUIRIES**: Mrs S Pelser (015) 293 8678

**POST 07/196**: ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C2/18/14
Directorate: Wildlife Trade and Regulations

**SALARY**: R240 015 – R266 376 per annum (OSD)

**CENTRE**: Capricorn District: Polokwane

**REQUIREMENTS**: A NQF 6 qualification (Degree/Diploma) in Nature Conservation / Environment or equivalent as recognized by SAQA. One (1) to two (2) years’ experience in nature/environment fields. A valid driver’s license. Competencies: Knowledge of and the ability to interpret directive, policies, guidelines and environmental legislations. Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet, etc). A valid firearm competency certificate. Strong communication skills (both verbal and written). Ability to work under pressure. Planning and organizational skills. Interpersonal relations.

**DUTIES**: Regulate and monitor the hunting industry. Manage and control damage causing animals. Monitor and regulate game capture operations and translocations. Regulate and monitor the establishment and the functioning of wildlife centres. To ensure Limpopo (and South Africa’s) compliance to the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Responsible for the marking, registration, management and issuing of permits for elephant ivory and rhino horn. Permit management

**ENQUIRIES**: Mrs S Pelser (015) 293 8678

**POST 07/197**: LIQUOR INSPECTOR: LIQUOR AFFAIRS AND BUSINESS REGISTRATION REF NO: C2/18/15 (2 POSTS)
Directorate: Corporate Governance

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

**CENTRE**: Sekhukhune District: Lebowakgomo
**Waterberg District: Modimolle**

**REQUIREMENTS**
A NQF 6 qualification (Degree/Diploma) in Policing / Business Management / Commercial Law / Commerce / Law or equivalent as recognized by SAQA. One (1) to two (2) years’ experience in the regulation environment or law enforcement, preferably related to liquor law enforcement. Valid driver’s license. Competencies: Computer literacy. Good communication skills. Interpersonal skills.

**DUTIES**
Conduct Inspections and enforce compliance at licensed liquor premises, in accordance with the liquor Act. Provide evidence and reports at the Liquor Board and in court. Investigate liquor complaints, matters of non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations and communities related to liquor matters. Provide compliance reports. Facilitate a regulated, equitable and socially responsible business environment in the province related to liquor matters.

**ENQUIRIES**
Mrs S Pelser (015) 293 8678

**POST 07/198**
**RECORDS OFFICER: GENERAL RECORDS REF NO: C2/18/16**
Directorate: Information and Records Management

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

**CENTRE**
Capricorn District: Polokwane

**REQUIREMENTS**
A NQF 6 qualification (Degree/Diploma) in Policing / Business Management / Commercial Law / Commerce / Law or equivalent as recognized by SAQA. One (1) to two (2) years’ experience in the regulation environment or law enforcement, preferably related to liquor law enforcement. Valid driver’s license. Competencies: Computer literacy. Good communication skills. Interpersonal skills.

**DUTIES**
Conduct Inspections and enforce compliance at licensed liquor premises, in accordance with the liquor Act. Provide evidence and reports at the Liquor Board and in court. Investigate liquor complaints, matters of non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations and communities related to liquor matters. Provide compliance reports. Facilitate a regulated, equitable and socially responsible business environment in the province related to liquor matters.

**ENQUIRIES**
Mrs S Pelser (015) 293 8678

**POST 07/199**
**ACCOUNTING CLERK: ACQUISITION MANAGEMENT REF NO: C2/18/17 (2 POSTS)**
Directorate: Supply Chain Management

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

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
A NQF 4 (Grade 12) qualification or equivalent as recognized by SAQA. Experience in Supply Chain Management will be an added advantage. Competencies: Ability to capture data and operate a computer. Good communication and interpersonal relations skills (verbal and written). Good customer care attitude. Must be able to work in a team, planning and organizing skills, time management, knowledge (understanding) of the PFMA and Treasury Regulations.

**DUTIES**
Capturing of data on supplier database (IQUAL) and requisitions of LOGIS. Register received application forms on the database, register requests, source quotations form the suppliers as per specifications, ensure that standard bidding documents are obtained and fully completed by the suppliers and attached to transactions before capturing requests. Verify details of suppliers against database of restricted companies maintained by National Treasury. Timeous payments to suppliers.

**ENQUIRIES**
Mrs S Pelser (015) 293 8678

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POST 07/200 : SENIOR FIELD RANGER REF NO: C2/18/18 (4 POSTS)
Directorate: State Owned Nature Reserves

SALARY : R152 862 – R180 063 per annum (Level 5)
CENTRE : Atherstone Nature Reserve (1 post)
D’Nyaia Nature Reserve (1 post)
Langjan Nature Reserve (1 post)
Letaba Ranch Nature Reserve (1 post)

REQUIREMENTS : A NQF 4 (Grade 12) qualification or equivalent as recognized by SAQA. Two (2) to three (3) years’ experience in field ranger environment. Additional related post matric training will be an added advantage. A valid driver’s license. No criminal record (clearance certificate). Competencies: A valid firearm competency will be an added advantage. Physically fit. Computer literacy. Ability to use firearm.

DUTIES : Supervise and monitor the protection of the reserve and its natural environmental resources which include nature conservation patrols, inspect and repair boundary fence, warn visitors on unauthorized actions within the reserves and report non-compliance and monitor access control. Supervise and monitor fire activities which include execute fire burning programme, maintain the fire belts along the fences and facilities and conduct bloc burn. Supervise and monitor the ecological processes, habitats and biodiversity in nature reserves which will include gathering biological and ecological data; report on areas for rehabilitation and monitor rehabilitation areas. Supervise, monitor and control or recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/201 : FIELD RANGER REF NO: C2/18/19 (22 POSTS)
Directorate: State Owned Nature Reserves

SALARY : R127 851 – R150 606 per annum (Level 4)
CENTRE : Atherstone Nature Reserve (1 post)
Blouberg Nature Reserve (1 post)
Brackenridge Nature Reserve (1 post)
Hans Marensky Nature Reserve (1 post)
Lekgalameetse Nature Reserve (1 post)
Letaba Ranch Nature Reserve (2 posts)
Lilly Flora Nature Reserve (1 post)
Makuya Nature Reserve (1 post)
Maleboho Nature Reserve (1 post)
Manthombie Nature Reserve (1 post)
Masebe Nature Reserve (1 post)
Musina Nature Reserve (1 post)
Nwanedi Nature Reserve (1 post)
Nylsvlei Nature Reserve (1 post)
Nzhelele Nature Reserve (1 post)
Percy Five Nature Reserve (1 post)
Potlake Nature Reserve (1 post)
Rust de Winter Nature Reserve (1 post)
Schuinsdraai Nature Reserve (1 post)
Witvinger Nature Reserve (1 post)
 Wolberg Nature Reserve (1 post)

REQUIREMENTS : A NQF 4 (Grade 12) qualification or equivalent as recognized by SAQA. Previous work experience and related training will be an added advantage. A valid driver’s license. No criminal record (clearance certificate). Competencies: A valid firearm competency will be an added advantage. Physically fit. Computer literacy. Ability to use firearm.

DUTIES : Assist with the protection of the reserve and its natural environment resources which include nature conservation patrols, inspect and repair boundary fence, warn visitors on unauthorized actions within the reserve and report non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gather biological and ecological data, report on areas for
rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas.

ENQUIRIES: Mrs S Pelser (015) 293 8678
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively race, gender and disability) in the Department through the filling of these posts, and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS: Applications quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley

FOR ATTENTION: Ms D Barnett

CLOSING DATE: 02 March 2018

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver’s license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. 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. The department reserves the right not to make appointments to the advertised posts. Please forward the applications for the post quoting the relevant reference number to

MANAGEMENT ECHELON

POST 07/202: DIRECTOR – ECONOMIC ANALYSIS REF NO: NCPT/2018/02

SALARY: R948 174. (TCE Package)

CENTRE: Kimberley Office

REQUIREMENTS: An appropriate three year tertiary qualification (NQF/7 as recognized by SAQA) in Economics, Macroeconomics or related fields. A Master’s Degree NQF/8 in Economics, Macroeconomics or related fields will be an added advantage. A minimum of 5 years middle management level experience within an Economic Research environment. A valid driver’s license. Sound knowledge of Macroeconomic, applied economics and quantitative tools (such as econometrics or economic modeling) Knowledge of Financial Norms and Standards (PFMA, MFMA Treasury Regulation, Provincial Treasury Directives). Knowledge of Medium Term Expenditure Framework Budget. Knowledge of legislation, Directives, and procedures with regards to Financial Management (Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act),Policy Analysis and development, Planning and organizing skills, Strategist, Analytical Decision Making, Problems Solving, Facilitation skills, Conflict management, Computer Literacy, analytical thinking, teamwork and team leadership.

DUTIES: Oversee and manage the collection, analysis of Social and Economic statistics at Provincial and Municipalities for growth and developmental purposes. Oversee the construction of the Provincial Socio- Economic demographics and Fiscal database. Advise SMS, HOD on the implications of Macro- Economic and Micro- Economic variables on the MTEF, and represent the Northern Cape Provincial Treasury on any economic and/ or Statistical forum, including the economic Cluster, and Social Cluster. Oversee and manage the Provincial publications
Management and supervision of the Directorate staff members. Training and development of officials, Performance Management, Work Allocation and Asset Management. Conduct research and prepare policy papers on the impact that government program has on the people of the Northern Cape.

ENQUIRIES: Mr. H.V. Gumbo, tel. (053) 830 8408

POST 07/203: DIRECTOR – MUNICIPAL FINANCE REF NO: NCPT/2018/03

SALARY: R948 174. (TCE Package)

CENTRE: Kimberley Office

REQUIREMENTS: An appropriate three year qualification (NQF level 7 as recognized by SAQA) in Accounting, Public Finance. A minimum of 5 years middle management level experience within a Public Finance, Auditing and Accounting related environment. A valid driver's license is necessary and the applicant must be willing to travel. Knowledge of GRAP and GRAAP, Financial Norms and Standards (MFMA, PRMA, Treasury Regulations, Provincial Treasury Directives, Framework Budget, Legislations, Directives and procedures with regards to Financial Management directives). Asset Management and Asset transfer regulations as well as Budgeting and Budgeting systems. Policy analysis and development, Planning and organizing skills, Strategist, Analytical, Decision making skills and problem solving skills, Facilitation skills and conflict management skills. Research analysis, Financial Management, Computer Literacy, analytical thinking, teamwork and team leadership.

DUTIES: Ensure the provision of technical support to municipalities on: The preparation of budgets and ensuring the involvement of sector departments during municipal budget planning. Co-ordinate the annual budget assessment/evaluation process. Review and report on annual budgets compiled in line with prescribed formats. In year monitoring including statutory returns. Submission of reports by municipalities in the Province as required in terms of the MFMA. Facilitation of Financial Management capacity building training programs. Report on the submission rate of the MFMA returns and outcomes of site visits/technical support being provided by Municipal Finance analysts. Ensure the preparation of monthly, quarterly, biannual consolidated reports and ad hoc reports in prescribed format on the state of delegated municipalities budgets and financial performance: Oversee the analysis of monthly outcome of municipalities budget and financial performance and ensure the preparation and submission of monthly reports to National Treasury. Oversee the analysis of quarterly outcome of municipalities budget and financial performance (including 72 reports) and ensure the preparation and submission of Quarterly and other ad hoc reports to National Treasury, Provincial Legislature and other bodies/ institutions. Provide advice and guidance to municipalities on the implementation of the financial management reforms. Develop strategic directions for financial processes in accordance with MFMA and other applicable legislations and regulations: Co-ordinate and conduct research on financial processes pertaining to delegated municipalities. Ensure the facilitation and implementation of financial management reforms required by MFMA. Advise senior management on areas that need policy review and adjustments. Provide guidance regarding uniform format of financial reporting Monitor and evaluate compliance by delegated municipalities with respect to the MFMA, DoRA and other legislations and regulation, review compliance reports from the Municipal Finance coordinator: Compile reports and recommend strategic direction to be taken to address non-compliance by delegated municipalities. Liaise with other divisions in Treasury and outstanding training institutions to provide training and capacity building support to municipalities in various areas (SCM, Internal Audit, GRAP, Asset Management, Activity Based Costing, PPP’s etc). Monitor overall compliances to policy guidelines and obtain necessary approval for deviations from prescribed standards. Oversee research and analysis and the sharing of updates with Municipalities on MFMA reforms: Oversee inputs on municipality policy formulation and on municipal draft policy documents related to municipal budgets. Oversee research on subject matter pertaining to delegated municipalities, as and when required. Promote and encourage the sharing of best practices across municipalities. Oversee the preparation of PT circular and sharing of NT circulars.
to the designated municipalities in order to keep updated with all new developments and priorities. Ensure that the delegated municipalities are notified of all Provincial allocations (Provincial Transfer Gazette). Management and supervision of the directorates staff members: Training and development of officials, performance management, work, allocation and Asset Management.

ENQUIRIES : Mr H.V. Gumbo tel. (053) 830 8408
ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE

The North West Department of Finance 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.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. Applications should be submitted on time. Applications received after the closing date will not be accepted.

CLOSING DATE : 02 March 2018

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. 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 committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Women are encouraged to apply for SMS posts

MANAGEMENT ECHELON

POST 07/204 : DIRECTOR: BUDGET MANAGEMENT (SL13)
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY : R948 174 all - inclusive salary package per annum (Salary Scale: R948 174 – R1 116 918)

CENTRE : Mmabatho

REQUIREMENTS : A minimum of Bachelor of Commerce/Public Finance/Economics, or equivalent NQF 7 qualification in related field. Ten (10) years’ relevant experience in government budgeting of which a minimum of 5 years must be at middle management level. Code 08 drivers’ license is a necessity. Sound analytical, interpretive, and high level communication skills. A proven track record of the ability to multi-task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government

DUTIES : Promote the effective and optimal resource allocation in the provincial administration and public entities through efficient allocation of government
priorities. Develop and facilitate the provincial budget process in line with national budgetary processes. Manage the consolidation, preparation and printing of the provincial administration budget (main budget and adjustment budget) for tabling in the Provincial Legislature. Monitor and evaluate the financial and non-financial performance of provincial departments and public entities. Provide strategic advice on budgetary matters to the different stakeholders including the intergovernmental system. Promote and drive budget reforms processes including the capacity building programmes relating to budgetary matters. Manage, co-ordinate and maintain an integrated budget planning process. Provide strategic leadership to internal and external clients including directorates within the division. Provide support and guidance in the implementation of PFMA and Treasury Regulations in all provincial departments and public entities.

ENQUIRIES
Mr. M Bogosi Tel: 018 388 4351

POST 07/205
DIRECTOR: MUNICIPAL BUDGET AND REPORTING (SL13)
Chief Directorate: Municipal Financial Management
Directorate: Municipal Budget and Reporting

SALARY
R948 174 all inclusive salary package per annum (Salary Scale: R948 174 – R1 116 918)

CENTRE
Mmabatho

REQUIREMENTS
As a minimum a Bachelor Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget, or equivalent NQF 7 qualification in related field. Ten (10) years’ relevant experience of which 7 years’ experience in of local government planning, finances, budgeting, budget allocation system, requirements of MFMA. A minimum of 5 years must be at middle management level. Client Service Orientation, Change Leadership, Effective Communication, Information Sharing, Networking and Influencing, People Development and Management. Budget Process, Computer Literacy, Database management, Economics, Policy Development and Management, Project Management. Extensive experience with the local sphere and the publication of information, Ability to use and maintain databases and information systems in general. Extensive use and experience in Report writing; Financial analysis; and Lateral thinking.

DUTIES
Budget preparation and support, Provide guidance during the budget preparation process of Local Government. Monitor and assess municipal budgets and facilitate alignment with broad national priorities. Participate in annual budget benchmark engagements with municipalities. Formulate budget assessment reports on municipalities. Contribute to the annual budget verification process prior to the publication. Provide support and build capacity to municipalities with budget preparation, implementation and monitoring, Monitor trends in municipal revenue and expenditure on a monthly basis. Plan and co-ordinate annual municipal mid-year budget and performance assessment visits. Contribute to the verification of information contained in the monthly and quarterly budget statements and reports prior to publication. Respond to problem situations or emergencies in municipalities. Promote effective financial management in the local sphere of Government. Provide support, guidance and monitor implementation of the MFMA at municipal level. Oversee Local Government Budget Reform Agenda and the implementation of the prescribed budget formats. Provide training to municipalities on prudent financial management practices such as conducting funding compliance tests on tabled and adopted budgets. Assist with the maintenance of the financial and non-financial database in line with the budget reform agenda of Government. Provide support to municipalities on the implementation of municipal Standard Chart of Accounts (mSCOA)

ENQUIRIES
Ms. L Nengovhela Tel: (018)388 1852
ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 02 March 2018 at 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/206 : DEPUTY DIRECTOR: VET LAB SERVICES, REF NO. AGR 2018-01

SALARY : R779 295 per annum (Salary Level 12)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : A BVSc Degree; A minimum of 3 years management experience; Registration by the South African Veterinary Council with relevant laboratory experience and quality control (attach a copy of your registration certificate as well as a copy of receipt for payment of the latest fee with the application); A valid driver’s licence. Recommendations: Appropriate management experience, strategic planning and implementation of the strategy; Extensive experience managing professional and technical staff. Competencies: Knowledge of the following; Electronic data management and analysis; Sound practical and theoretical knowledge of animal diseases; Sound knowledge of laboratory related activities including laboratory quality control systems; Routine diagnostic techniques in Biochemistry; Advanced diagnostic/research techniques; Advanced equipment used; ISO 17025 / accreditation; LIMS; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Access, Word, Excel, PowerPoint and Outlook); Good planning, Time Management and organisational skills.
DUTIES : Human Resource Management; Ensure optimum utilisation of the available human resource at the Provincial Veterinary Laboratory (PVL) through discussions with staff of policy, opportunities and obstacles; Budgetary control and planning; Plan and monitor PVL expenditure continuously during the financial year; Promote the Quality Management System of Veterinary Laboratory Services and Research at the Western Cape Provincial Veterinary Laboratory; Arrange training in respect of Quality Management principles.
ENQUIRIES : Dr G Msiza at (021) 808 5001
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/207 : SCIENTIFIC TECHNICIAN PRODUCTION GRADE A: SOIL PLANT WATER INTERACTION, REF NO. AGR 2018-07

SALARY : R274 440 - R295 638 per annum (Grade A)
          R313 782 - R338 253 per annum (Grade B)
          R357 150 - R420 690 per annum (Grade C)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : A recognised, appropriate National Diploma in Agronomy/ Crop Science/ Soil sciences or relevant qualification; Registration with SACNASP as a Certified Natural Scientist in Agricultural Science/Soil Science; A valid driver’s licence; 3 years’ post qualification technical (scientific) experience. Recommendations: Experience in the following: As a research technician in small grain and pastures systems; Conservation agriculture in the Western Cape; Detailed planning in execution of timely data gathering. Competencies: Knowledge in the following: Cash crops and pastures used in the Western Cape; Settings, calibration and basic maintenance of appropriate equipment and implements; Small grain systems
(including crops, cultivation, plant soil water interaction); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES:**
- Technical execution of research projects for the development of more efficient farming practices within systems; Responsible for the creation/adaption/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

**ENQUIRIES:** Ms A Swanepoel at (021) 808 5320

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**DEPARTMENT OF COMMUNITY SAFETY**

**CLOSING DATE:** 02 March 2018 at 16:00

**NOTE:** Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. Numeric

**OTHER POST**

**POST 07/208:** SENIOR ADMINISTRATIVE OFFICER, COMMUNITY POLICE RELATIONS, REF NO. CS 2018-02 (3 POSITIONS AVAILABLE)

**SALARY:** R281 418 per annum (Salary level 8)

**CENTRE:** Department of Community Safety, Western Cape Government

**REQUIREMENTS:**
- 3-year tertiary qualification with a minimum of 1-year relevant experience; A valid driver’s licence. Recommendations: Computer literacy. Competencies: Knowledge of the following: Community Safety Act, SAPS Act and applicable legislation dealing with CPFs; Deadline orientated; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Strong facilitation and presentation skills.

**DUTIES:**
- Monitor and attend to the activities, meetings and functions of relevant community police relations on a daily basis; Facilitate conflict resolutions between the community and the police and amongst relevant community organisations; Facilitate and conduct capacity building workshops with relevant community policing structures; Assisting with the implementation of the directorate’s departmental projects such as community mobilisation, institutionalisation, EPP promotion, social conflict issues and training and development of CPFs; Facilitate and enable relevant community policing structures to implement their Annual General Meetings, Police Priorities and Needs and that these structures are established, functional and registered.

**ENQUIRIES:** Mr J Lottring at (021) 483 6542 / Mr G Hendricks at (021) 483 4317

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE:** 02 March 2018 at 16:00

**NOTE:** Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POSTS

POST 07/209 : DEPUTY DIRECTOR; WESTERN CAPE LANGUAGE SERVICES, REF NO. CAS 2018-03

SALARY : R657 558 per annum (Level 11)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : 3-year Tertiary qualification with a minimum of 3 years’ management experience; A valid driver’s licence. Recommendations: Experience in the language terminology development, translations, preservation and promotion field. Competencies: Computer literate; Experience in promotion and preservation of languages; Knowledge of the legislative prescripts that govern multilingualism; Knowledge and experience of legislative prescripts that govern administration.
DUTIES : Responsible for the monitoring of the relevant language policy; Ensure that secretarial services are provided to public entity; Responsible for the facilitation of translations and interpretation of language and documents and promotion of multilingualism; Liaise with ministry, standing committee, PanSALB and other government department & Public Entity as outline in WC Language Act; Development of budget and business plan in alignment with departmental strategic imperatives and informed by legislative mandates; Manage of Human Resources.
ENQUIRIES : Ms J Moleleki at (021) 483 9671
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/210 : LANGUAGE PRACTITIONER: LANGUAGE SERVICES, REF NO. CAS 2018-08

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification in translations and linguistics with a minimum of 3 years’ experience; Valid Code B driver’s licence. Recommendations: Experience in the language terminology development, language translations, interpretation, editing, language preservation and promotion fields. Competencies: Knowledge of the legislative prescripts that govern promotion of multilingualism; Secretariat experience; Working knowledge in promotion and preservation of languages; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Promoting multilingualism inclusive of SASL; Redressing linguistic imbalances of the Western Cape; Supporting the implementation of the Provincial Language Policy; Actively developing the previously marginalised language of the Western Cape; Secretariat function to the Western Cape Language Committee.
ENQUIRIES : Ms L Jansen at (021) 483 9669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/211 : CULTURAL OFFICER: CULTURAL PROMOTIONS, REF NO. CAS 2018-05

SALARY : R226 611 per annum (Salary level 7)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification in Arts or related; A valid driver’s licence. Recommendations: Experience in development and promotions of dance; Experience in the arts development environment; Experience in dance genre format; Understanding or experiencing community liaison; A minimum of 2 years' relevant experience. Competencies: Knowledge of cultural policy or legislative environment; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Monitoring, evaluation and reporting skills.
DUTIES : Project design and planning; Implementation of dance development and promotions projects; Project Budget Management; Stakeholder engagements.
ENQUIRIES : Ms L Jansen at (021) 483 9669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
POST 07/212: ADMINISTRATIVE OFFICER: PROVINCIAL AIDED MUSEUM, REF NO. CAS 2018-01

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: A relevant 3 year tertiary qualification as recognised by SAQA with a minimum of 3 years' experience in a museum/heritage environment. Recommendations: A valid driver's licence. Competencies: Knowledge of the following: Human Resource Management; Financial administration; Administrative procedures; Meeting skills; Techniques in Public relations; History, objectives and functions of museums and their potential to stimulate tourism and nation building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES: Museum governance; Financial Management; Develop and maintain budget of museum; Human Resource Management; Monitor staff attendance and reconcile with attendance register; Property Management; Manage and update the maintenance plan of the museum; Risk management; Develop and update risk management plan of the Huguenot Memorial Museum; Strategic management; Prepare quarterly report of the activities of the museum and submit this to Museum Service timeously; Collection; Keep necessary licence documentation; Conservation; Ensure that the collection both in storage and on display is fumigated.

ENQUIRIES: Mr M Janse van Rensburg at (021) 483 9887
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/213: CONTROL AUXILIARY SERVICES OFFICER: PROVINCIAL AIDED MUSEUM: BEAUFORT WEST, REF NO. CAS 2018-02

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: A 3 year tertiary qualification as recognised by SAQA with a minimum of 3 years' experience in a museum/heritage environment. Recommendations: A valid code 8 driver's licence. Competencies: Knowledge in the following: Human Resource Management; Financial Administration; Administrative procedures; Meeting skills; The history, objectives and functions of museums and their potential to stimulate tourism and nation building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES: Museum governance; Financial Management; Develop and maintain budget of museum; Human Resource Management; Monitor staff attendance and reconcile with attendance register; Property Management; Manage and update the maintenance plan of the museum; Risk management; Develop and update risk management plan of the Huguenot Memorial Museum; Strategic management; Prepare quarterly report of the activities of the museum and submit this to Museum Service timeously; Collection; Keep necessary licence documentation; Conservation; Ensure that the collection both in storage and on display is fumigated.

ENQUIRIES: Mr M Janse van Rensburg at (021) 483 9887
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/214: CONTROL AUXILIARY SERVICES OFFICER: GENADENDAL MUSEUM, REF NO. CAS 2018-06

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: A 3 year tertiary qualification as recognised by SAQA with a minimum of 3 years' experience in a museum/heritage environment. Recommendations: A valid code 8 driver's licence. Competencies: Knowledge in the following: Human Resource Management; Financial Administration; Administrative procedures; Meeting skills; The history, objectives and functions of museums and their potential to stimulate tourism and nation building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
tourism and nation building; Techniques in public relations; Proven computer literacy.

**DUTIES**
Management, administration and governance; Develop and maintain budget of museum; Collections management; Keep necessary licence documentation; Education, outreach and public programmes; Ensure that outreach programmes are presented to participants from various communities; Marketing; Ensure that the museum’s marketing plan is in place and updated as required; Exhibitions; Ensure that the display areas are inspected and defects are attended to.

**ENQUIRIES**
Mr M Janse van Rensburg at (021) 4839678

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/215**
**HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES, REF NO. CAS 2018-07**

**SALARY**
R 226 611 per annum (Salary level 7)

**CENTRE**
Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**
Undergraduate degree in heritage related discipline (preferably architect) with a minimum of 3 years’ relevant experience. Recommendations: Postgraduate qualifications (Honours, Masters, Doctorate) in heritage-related studies (preferably architect). Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines (specifically those of HWC); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Related legislation in the heritage management process (such as NEMA, MRDA and municipal processes where applicable); Skills in office package suite and a working knowledge of database such as SAHRIS.

**DUTIES**
Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significances of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.

**ENQUIRIES**
Mr Z Shiceka at (021) 483 9692

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**CLOSING DATE**
02 March 2018 at 16:00

**NOTE**
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 07/216**
**DEPUTY DIRECTOR: CAPE CATALYST, REF NO. DEDAT 2018-04**

**SALARY**
R657 558 per annum (Level 11)

**CENTRE**
Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**
3-year appropriate tertiary qualification with a minimum of 3 years’ management experience coupled with a minimum of 6 years’ experience in project management. Recommendations: Relevant post graduate academic qualification; Experience in
economic development; Theme based experience. Competencies: Knowledge of applicable legislation, policies and procedures; Presentation skills; Analytical thinking and problem solving skills; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Develop, co-ordinate and manage strategies relevant to the Sub-directorate; Develop, co-ordinate and implement unit’s portfolio of projects and programmes aligned to the overall strategy of the Theme/Enabler/Driver; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the Sub-directorates responsibility; Management of the Human Resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate’s budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES**
Ms B Mpahlaza at (021) 483 9001

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/217**
DEPUTY DIRECTOR: MUNICIPAL ECONOMIC SUPPORT (2-YEAR CONTRACT POSITION), REF NO. DEDAT 2018 – 06

**SALARY**
R657 558 per annum (Level 11)

**CENTRE**
Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**
3 year appropriate tertiary qualification with a minimum of 3 years’ management experience. Recommendations: None. Competencies: Knowledge of the following: Modern systems of governance and administration; Latest advances in public management theory and practice; Strategy development, strategy management and strategy monitoring and review processes; Legal knowledge; Business, industry and sectors and the processes supporting these; Understanding of the dynamics of the Western Cape; SMME sector, including policies, dominant issues, role players and service providers; Provincial and national economic and other policies; Policy development; Project co-ordination; Provincial Spatial Development Framework; National strategies to address Local Economic Development; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literate.

**DUTIES**
Identify blockages and inhibitors to economic growth and development through business process improvements; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resources and Finance.

**ENQUIRIES**
Ms B Mpahlaza at (021) 483 9001

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/218**
DEPUTY DIRECTOR: CAPE CATALYST, REF NO. DEDAT 2018-04

**SALARY**
R657 558 per annum (Level 11)

**CENTRE**
Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**
3-year appropriate tertiary qualification with a minimum of 3 years’ management experience coupled with a minimum of 6 years’ experience in project management. Recommendations: Relevant post graduate academic qualification; Experience in economic development; Theme based experience. Competencies: Knowledge of applicable legislation, policies and procedures; Presentation skills; Analytical thinking and problem solving skills; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Develop, co-ordinate and manage strategies relevant to the Sub-directorate; Develop, co-ordinate and implement unit’s portfolio of projects and programmes aligned to the overall strategy of the Theme/Enabler/Driver; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the Sub-directorates responsibility; Management of the Human Resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance
orientated staff and sound labour relations; Plan the sub-directorate’s budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Mr M Lakay at (021) 483 4717
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/219: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING, REF NO. DEDAT 2018-03

SALARY: R334 545 per annum (Level 9)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: 3-year appropriate tertiary qualification with a minimum of 6 years' experience in a financial management environment. Recommendations: None. Competencies: Knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to effectively use computer hardware and software as delivery tools.

DUTIES: Effective and efficient operational management of the Budget management component; Recruitment and selection; Financial Management; Participation in Strategic Management; Co-ordination of the Budgeting and Planning portfolio; Strategic Planning process; Budget process; Adjustment estimate process; Training in terms of budgeting and planning to line functions; Co-ordinate of the Reporting Portfolio; Quarterly reporting; Annual reporting; Training in terms of reporting to line functions; Committees / Forums / Working groups; Accompany CFO to CFO sector specific forum at National Treasury.

ENQUIRIES: Mr R Le Breton at (021) 483 9158
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/220: SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT (12 MONTH CONTRACT POSITION), REF NO. DEDAT 2018-01

SALARY: R281 418 per annum, plus 37% in lieu of service benefits (Salary level 8)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: 3-year tertiary qualification in Finance, Economics, Commercial Law with a minimum of 1-year financial related experience. Recommendations: B-Comm Accounting qualification; Experience in procurement processes and systems. Competencies: Knowledge of the following: Asset Management; Reconciliations; LOGIS System; BAS System; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Report writing skills; Decision making skills; Organising and planning skills; Analytical and independent thinker.

DUTIES: Control an effective and efficient asset management service to all directorates; officers and institutions of the department; Control an effective inventory control system relating to stock and moveable assets; Ensure that the annual stocktaking program is in place and implemented; Responsible for the safeguarding of assets in the directorates, offices and institutions of the department; Control the disposal of assets in the department; Management of staff; Committees/ forums/ working groups.

ENQUIRIES: Mr M Hartman at (021) 483 9148
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/221: SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO. DEDAT 2018-02

SALARY: R 281 418 per annum (Salary level 8)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: A 3-year tertiary qualification in Finance/ Economics/ Commercial Law with a minimum of 1-year financial experience. Recommendations: B-Comm Accounting
qualification; Experience in procurement processes and systems. Competencies: Knowledge of the following: Asset Management; Reconciliations; LOGIS System; BAS System; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Report writing skills; Decision making skills; Organising and planning skills; Analytical and independent thinker.

DUTIES : Control an effective and efficient asset management service to all directorates; officers and institutions of the department; Control an effective inventory control system relating to stock and moveable assets; Ensure that the annual stocktaking program is in place and implemented; Responsible for the safeguarding of assets in the directorates, offices and institutions of the department; Control the disposal of assets in the department; Management of staff;

ENQUIRIES : Mr M Hartman at (021) 483 9148

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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 07/222 : OPERATIONAL MANAGER NURSING (GENERAL: OUT PATIENTS DEPARTMENT)
Chief Directorate: General Specialist and Emergency Services

SALARY : R394 665 (PN-A5) per annum
CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code E/EB) driver’s licence. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft, Outlook). Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Knowledge of Human Resource and Financial policies. Leadership, organisational and creative problem solving and decision making skills. Ability to work in a team under pressure. Ability to compile reports and give feedback at meetings. Proficient in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES (key result areas/outputs) Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Maintain a network of professional relations in order to enhance service delivery. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms GE Sellars, tel. no. (044) 802-4536
APPLICATIONS : The Chief Executive Officer: George Hospital, Davidson Road, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr S Jooste
CLOSING DATE : 02 March 2018
POST 07/223: CLINICAL PROGRAMME COORDINATOR GRADE 1 (DISTRICT TRAINING AND CHILD HEALTH COORDINATOR)  
Central Karoo District

SALARY: R394 665 (PN-A5) per annum (Plus a non-pensionable rural allowance of 12% of the basic salary)

CENTRE: Central Karoo District Office

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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirements of the job: Valid (Code B/EB) driver’s Licence and willingness to travel in the district. Willingness to attend to community needs after normal working hours when required. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge and skills): Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Ability to work independently. Ability to speak and write in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Power-point and Excel). Knowledge and application of regulations, policies, procedures relevant to the child health programmes. Certificate in IMCI training is strongly recommended. Ability to function as part of a team. Ability to follow through instructions independently. Note: Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

DUTIES: (key results area/output): Co-ordinate, facilitate and effectively manage (including monitoring and evaluation of programme objectives and targets) Expanded Program on Immunisation and Child Health programmes consisting of the following components: Expanded programme on immunisation, School health, integrated management of childhood illnesses (IMCI), Genetics and Developmental Screening programme. Information management in terms of child health and training programmes. Analyse, plan and coordinate training needs of clinical personnel at facility, sub district and district level. Present, facilitate and coordinate clinical service related training programs in the district. Monitor, evaluate and report clinical training and skills development in the district.

ENQUIRIES: Ms A Jooste, tel. no. (023) 414-3590

APPLICATIONS: The Manager: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION: Ms S Pienaar

CLOSING DATE: 02 March 2018

POST 07/224: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT  
Cape Winelands Health District

SALARY: R334 545 per annum

CENTRE: Cape Winelands District Office

REQUIREMENTS: Minimum educational qualification: An appropriate three year National Diploma or Degree. Experience: Appropriate experience in Human Resource Development. Inherent requirement of the job: Valid driver’s licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems and practices skills development legislative framework. Basic project management skills and advanced knowledge of budgetary aspects. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.

DUTIES: (key results areas/outputs): Overall coordination, development and implementation of the Workplace Skills Plan within the District. Monitor and evaluate training and development objectives and priorities by means of monthly, quarterly and annual training reports. Manage and coordinate generic, transversal
and EPWP training projects. Overall manage and co-ordinate of the different skills development budgets within the Sub-structure. Manage and coordinate the Employee Health and Wellness Programme. Manage and develop staff and optimal support to Supervisor.

ENQUIRIES: Ms EJ Mouton, tel. no. (023) 348-8177
APPLICATIONS: The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION: Ms JB Salie
CLOSING DATE: 02 March 2018

POST 07/225: ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT
Chief Directorate: General Specialist and Emergency Services

SALARY: R226 611 per annum
CENTRE: New Somerset Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Proven in depth experience in Human Resource Development and Training. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems, practices of the skills development legislative framework. Knowledge and experience of budgetary aspects, as well as project management skills. Computer literacy (MS Word, Excel and PowerPoint). Ability to communicate effectively (verbal and written) 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): Manage and co-ordinate skills and training interventions. Plan, develop, co-ordinate, monitor and evaluate the implementation of the hospital Workplace Skills Plan and submission of all frequent HRD compliance reports. Co-ordinate and monitor 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Plan and co-ordinate staff wellness activities. Manage and supervise human and physical resources. Handle all recruitment and selection processes.

ENQUIRIES: Ms N Wyngaard, tel. no. (021) 402-6552
APPLICATIONS: To the Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION: Ms Cindy Veldman
CLOSING DATE: 09 March 2018

POST 07/226: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)
Overberg District

SALARY: R152 862 per annum
CENTRE: Swellendam 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. Inherent requirement of the job. Perform overtime duties when required. Competencies (knowledge/skills): Good verbal and communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package) and Outlook. Sound knowledge of Demand and Acquisition Management. Knowledge of Supply Chain Management processes and the Accounting Officer System. Knowledge of LOGIS or any other provisioning system. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test.

DUTIES: Invite and download quotations via IPS and performing close-outs on IPS. Prepare procurement templates for the Quotation Committee. Arrange mini contracts and ensure orders reach suppliers timeously. Assist with the quarterly and annual inventory count. Provide assistance to supervisor and colleagues. Ensure compliance with relevant laws and prescripts pertaining to Supply Chain Management. Maintain the 0-9 file and ensure daily filing is done.

ENQUIRIES: Ms K T Mitchell, tel. no. (028) 514-1142
APPLICATIONS: The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION: Ms A Brits
CLOSING DATE: 09 March 2018

POST 07/227: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)
Cape Winelands Health District

SALARY: R152 862 per annum
CENTRE: Stellenbosch 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. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and experience in LOGIS. Knowledge of Inventory and warehouse management and organizational skills. Computer literate (MS Office: Excel, Word and Outlook). Good interpersonal and communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test as part of the selection process. DUTIES (key result areas/outputs): Receive and issue goods accurately within prescribed timeframes. Ensure accurate stock control i.e. verify stock levels and report inventory discrepancies. Manage inventory effectively in terms of the storage and safekeeping of items, expired stock etc. Report regularly to Supervisor regarding compliance issues e.g. outstanding orders, inventory movements etc. Proper resolution of queries and provide assistance, where needed. Assist with supervision of Stores assistant.

ENQUIRIES: Mr G Clayton, tel. no. (021) 808-6117
APPLICATIONS: The Manager: Medical Services, Stellenbosch Sub District, Private Bag X5027, Stellenbosch, 7599.

FOR ATTENTION: Mr S Clarke
CLOSING DATE: 09 March 2018

POST 07/228: ADMINISTRATION CLERK: INFORMATION MANAGEMENT
West Coast District

SALARY: R152 862 per annum
CENTRE: Matzikama Sub-district
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilised by the Department of Health, as well as computer literacy (MS Word, Excel and PowerPoint), Knowledge and experience in departmental systems, (i.e. Health Information Systems and Sinjani). Appropriate Training skills. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. DUTIES: Key result areas/outputs: Responsible for data management (i.e. daily collection and collation of data). Capture data, create pivot tables and complete weekly reports. Office administration with regards to filing process, telephone and letters. Assist with data management quality monitoring.

ENQUIRIES: Mr RJ Meyer, tel. no. (027) 213-2039
APPLICATIONS: The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION: Ms M Tangayi
CLOSING DATE: 09 March 2018

POST 07/229: ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)
Groote Schuur Hospital, Observatory

SALARY: R152 862 per annum
CENTRE: Groote Schuur Hospital, Observatory
experience advantageous. Inherent requirement of the job: Relief and other related
duties. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel and
PowerPoint). Good language and minute taking skills. Good organisational and
interpersonal communication skills. Ability to work independently and execute
duties accurately and thoroughly. Excellent communication skills (verbal and
written) in at least two of the three official languages in the Western Cape. Note:

DUTIES: Providing effective secretarial and administrative services. Perform reception
duties, including dealing with staff, patients and visitors (telephonic and walk-in).
Create, register and maintain stats databases for compilation of monthly reports.
Type documents, reports and correspondence. Effective records management.
Effective meeting management (minute taking, logistical arrangements).
Administration of COIDA processes.

ENQUIRIES: Ms M Govender, tel. no. (021) 404-6367
APPLICATIIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4,
Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 09 March 2018

POST 07/230: HOUSEKEEPING SUPERVISOR
West Coast District

SALARY: R127 851 per annum
CENTRE: Vredenburg Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate
(GETC)/Grade 9 (STD 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health
or hospitality environment. Inherent requirements of the job: Valid (Code B/EB)
driver’s licence. Willingness to work shifts which include weekends, night duty,
public holidays and standby duty. Competencies (knowledge/skills): Knowledge of
infection control, hospitality, safety and hygiene standards. Proficient (verbal and
written) in at least two of the three official languages of the Western Cape. Ability
to work in a team environment, independently and self- driven. Computer literacy
(Microsoft Word and Excel). Note: No payment of any kind is required when
applying for this post.

DUTIES: Key result areas/outputs: Responsible for overall planning, control, organising,
performing and coordinating of tasks related to household, food serving and
hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping
and monitoring of supplies and equipment. Supervise and manage personnel in
their performance, as well as all other human resource related duties (i.e. staff
performance and discipline). Implement and monitor policies, programmes,
regulations, practices, procedures and standards. Provide an effective relief,
coordination and support service to management.

ENQUIRIES: Ms CH Oosthuizen, tel. no. (022) 709-5099
APPLICATIONS: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3,
Vredenburg, 7380.
FOR ATTENTION: Mr JI Engel
CLOSING DATE: 09 March 2018

POST 07/231: HOUSEHOLD AID
Chief Directorate: Metro District Health Services

SALARY: R90 234 per annum
CENTRE: Wesfleur Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the
job: Willingness to work shifts, weekends, night duty and overtime. Ability to do
physical work and operating machines or equipment in a cost effective manner.
Willingness to undergo formal and Informal training. Experience: Cleaning
experience within a hospital environment. Competencies (knowledge and skills):
Knowledge of Infection Control and Occupational Health and Safety. Good
interpersonal skills with the rest of the multi-disciplinary team as well as the public.
Ability to work in a team environment and independently. Good communication
skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**: (key result areas/outputs): Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Effective linen management. Serving of meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective management of waste.

**ENQUIRIES**
Ms OP Pharo, (021) 571-8040 or (021) 571-8068
APPLICATIONS: The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
FOR ATTENTION: Mr J Smit
CLOSING DATE: 09 March 2018

**POST 07/232**
GROUNDSMAN
Chief Directorate: General Specialist and Emergency Services

**SALARY**
R83 766 per annum

**CENTRE**
Forensic Pathology Laboratory, Worcester

**REQUIREMENT**
Minimum requirement: Basic literacy and numeracy skills. Experience: Experience of garden equipment and basic DIY household tools. Competencies (knowledge/skills): Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety requirements and the use of personal protective equipment. Ability to operate and maintain electrical and fuel driven gardening equipment.

**DUTIES**
(key result areas/outputs): Render and maintain cleaning and related services pertaining to the ground within and around the facility. Perform general DIY maintenance and repairs around the facility. Clean of GMT vehicles. Function successful as part of a multi-disciplinary team. Perform all allocated tasks effectively and efficiently.

**ENQUIRIES**
Mr P Albertyn, tel. no. (023) 347-5353
APPLICATIONS: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION: Mr B Wepener
CLOSING DATE: 09 March 2018

**POST 07/233**
CLEANER
Eden District

**SALARY**
R 83 766 per annum

**CENTRE**
Prince Albert Hospital

**REQUIREMENTS**
Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work shifts, over weekends, on public holidays, overtime, attends trainings. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient 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): Execute cleaning tasks in order to ensure a clean, hygienic and safe environment as per infection and prevention control protocols. Cost effective use and storage of cleaning equipment and cleaning materials. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties. Assists at other support services units when necessary like Laundry, Food Services, CSSD etc.

**ENQUIRIES**
Mr W Frans tel. no. (023) 541-1300
APPLICATIONS: To the Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 9 March 2018
DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 02 March 2018 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/234 : ADMINISTRATION CLERK: SECURITY MANAGEMENT SERVICES, REF NO. HS 2018-02

SALARY : R152 862 per annum (Salary Level 5)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Senior Certificate; A valid driver’s licence. Recommendations: Registered at the Private Security Industry Regulatory Authority’s (PSIRA Grade C); Security related experience. Competencies: A good understanding of the following: Minimum Information Security Standards (MISS); Protection of Information Act, Act 84 of 1982; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, MS Excel; MS Access and MS Outlook).

DUTIES : Conduct physical inspections and audits at all offices to identify risks and draft reports on inspection findings; Ensure proper key control by enforcing key control policy for doors, safes, etc.; Upkeep of database of all hand over certificates, risks identified levels of degree of access and access permits of the department; Monitor and ensure compliance to document security policies and personnel security policies; Uphold database on clearances issued and clearances denied; Coordinating vetting requests for all employees; Check and verify all security registers relating to the post.

ENQUIRIES : Mr ER van Schalkwyk at (021) 483 8799
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 02 March 2018 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/235 : ASSISTANT DIRECTOR: MUNICIPAL COMMUNICATIONS, REF NO. LG 2018-03

SALARY : R334 545 per annum (Salary Level 9)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year appropriate tertiary qualification with a minimum of 3 years’ relevant experience; A valid driver’s licence. Recommendations: A formal recognised qualification in Communication Media, Public relations, Marketing or Advertising; Experience in the following: Development and implementation of communication strategies; Campaign development and Management; Drafting of communication products; Events management. Competencies: Knowledge of the following: Media and stakeholder relations management; Film, photography and design software;
Municipal integrated development planning and community based participation processes; Understanding of Complaints Management Systems; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES**

Assess the quality of communication strategies and plans in municipalities; Support the municipalities in the development and implementation of effective municipal communication strategies to enhance participatory democracy; Develop and manage communication products and platforms; Facilitate the development and distribution of guidelines for municipal communication strategies and policies; Monitor and report on compliance to communication prescripts in municipalities; Effective stakeholder management; Facilitate and coordinate access to municipal communication training and capacity building for municipalities; Coordinate national and provincial support initiatives related to municipal communication.

**ENQUIRIES**

Ms R Kellies at (021) 483 4443

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/236**

SENIOR STATE ACCOUNTANT: GOVERNANCE, FRAUD AND LOSSES, REF NO. LG 2018-02

**SALARY**

R281 418 per annum (Salary level 8)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

3-year Tertiary qualification with a minimum of 1-year experience in an internal control/auditing and governance environment. Recommendations: A strong financial background specifically relating to public sector finance; Completed SAICA articles within the public sector. Competencies: Thorough knowledge of the following: Policy development; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives / instructions); Procurement and provisioning related tasks, prescripts, regulation, accounting officer system and delegations; Good Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Monitoring, evaluation and report writing skills.

**DUTIES**

Develop policies, procedures and processes pertaining to internal control and finance in general, including the development and review of compliance monitoring tools; Co-ordinate and maintain an appropriate delegation and governance framework; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Provide fraud and losses management services; Evaluate the effectiveness of financial prescripts (inspection of orders, payments, IFS and AFS).

**ENQUIRIES**

Mr S Smith at (021) 483 0605

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/237**

ADMINISTRATIVE CLERK: INTERNAL CONTROL, REF NO. LG 2018-01

**SALARY**

R152 862 per annum (Salary Level 5)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Recommendations: 1-year relevant experience within an Internal Control, Audit or Governance environment; Financial systems experience (BAS, LOGIS and PERSAL etc.). Competencies: A good understanding of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/ instructions); Procurement and provisioning related tasks, prescripts, regulations, accounting officer system and delegations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Interpersonal relations; Planning and organising skills.

**DUTIES**

Maintaining financial information and Knowledge Management (voucher control); Evaluate the effectiveness of financial prescripts (perform pre and post audit
inspections); Render clerical support services with regard to assurance services, governance and fraud and losses management.

ENQUIRIES: Mr P Solomons at (021) 483 4566
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF THE PREMIER

CLOSING DATE: 02 March 2018 at 16:00
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/238: DEPUTY DIRECTOR: INTERNATIONAL RELATIONS, DOTP 2018-02

SALARY: R657 558 per annum (Level 11)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: 3-year appropriate tertiary qualification with a minimum of 3 years’ management experience. Recommendations: None. Competencies: Knowledge of the following: International and Diplomatic relations; Protocol; South African Foreign Affairs policy; Municipal international relations framework; Latest advances in public management theory and practice; Strategy development, strategy management, strategy monitoring and review process; Modern systems of governance and administration; Policy analysis, policy development and policy implementation and review process; Public relations; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project management.
DUTIES: Facilitate global networking and international co-operation processes in consultation with the Department of International Relations and Co-operation and other stakeholders; Develop and facilitate international co-operation agreements and ensure that the provincial government fulfils its obligations in this regard; Provide advice and support to top management i.r.o their role and responsibilities relating to protocol matters; Manage the staff of the unit; Operational planning and work organisation of the unit; Financial management of the unit.
ENQUIRIES: Mr N Lala at (021) 483 6444
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/239: CONTENT RESEARCHER: E GOVERNMENT FOR CITIZENS, REF NO. DOTP 2018-04

SALARY: R281 418 per annum (Level 8)
CENTRE: Department of the Premier, Western Cape Government
DUTIES: Assess content brief, conduct research and aggregate content for production; Write and publish online content implementing international best practices, including journalist functions such as interviews etc.; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Liaison with stakeholders and general administration; Research to identify content trends, citizen pain points and performance of content online; Participate in brainstorming, planning and other digital production activities.
ENQUIRIES: Mr L Rushin at (021) 483 9772
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 March 2018 at 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered

OTHER POSTS

POST 07/240 : SOCIAL WORK SUPERVISOR GRADE 1, REF NO. DSD 2018-02
SALARY : R341 322 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP Recommendations: None. Competencies: Knowledge of the following: Experience in working within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Facilitate OT training interventions for other staff members; Communicate in two of the official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Supervise and facilitate training of students and other staff members.
DUTIES : Optimal outcomes-based treatment of youth residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal OT health care to youth residents in secure care centre, as well as keeping a professional team of social service professionals informed about OT services rendered; Rendering and effectively support service.
ENQUIRIES : Mr B Nicholas at (044) 803 7500
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/241 : SOCIAL RESEARCHER, REF NO. DSD 2018-11
SALARY : R334 545 per annum (Level 9)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A post graduate Degree in Social Science (Social work/ Sociology/ Anthropology/ Psychology), with a minimum of 3 years’ experience in social research after graduation. Recommendations: None. Competencies: Advanced knowledge of the following: Social Policy research; Social Survey methods; latest advances in public management theory and practice; policies of the government of the day; global, regional and local political, economic and social affairs impacting on the Provincial Government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge and/ or experience working as a social worker or in a social work environment; Knowledge and/ or experience working with DSD or similar social service programmes; Skills in the following: ability to analyse, conceptualise and implement policy; monitoring, evaluation and reporting; project management and research; Database management; Report writing; Excellent communication skills in at least one of the three official languages of the Western Cape; Interviewing skills and experience, especially with sensitive issues.
DUTIES : Design and plan social research programmes; Supervise and conduct own, commissioned research and other programme related activities; Disseminate and advocate research findings and results; Develop and evaluate new research method.
ENQUIRIES : Ms P Brink at (021) 483 4512
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
POST 07/242 : POPULATION ANALYST, REF NO. DSD 2018-12

SALARY : R334 545 per annum (Salary Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Honours Degree in a Research/Statistical orientated Socio Science, or Statistics, Mathematics, Sociology, Geography, GIS or another numerate discipline with a substantial statistical content with a minimum of 3 years' relevant experience. Recommendations: Studies in Demography and/or Population Studies or Statistics or Population Geography Competencies: Knowledge and experience of a statistical package such as SPSS; data analysis both qualitative and quantitative; GIS systems and packages. Skills in the following: creates new and imaginative approaches to work related issues; research; project planning; working as a consultant to customers; presentation, communication (verbal and written) in at least two of the three official languages of the Western Cape.

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 rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; 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 : Ms N Dingani at (021) 483 5601
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/243 : ASSISTANT DIRECTOR: BOOKKEEPING AND FINANCIAL STATEMENTS, REF NO. DSD 2018-10

SALARY : R334 545 per annum (Level 09).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification with a minimum of 3 years' experience in a financial management environment. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Financial norms and standards; Budgeting processes; Financial accounting skills; Ability to analyse, conceptualise and implement policy; Proven computer literacy (MS Word, MS Excel, MS PowerPoint); Monitoring, evaluation and reporting skills.

DUTIES : Manage and supervise staff that perform the following functions related and perform the more complex work in that regard: Manage the process of collating the Annual Financial Statements (AFS) for Department. Bookkeeping: maintain the process for the accounting of assets, liabilities, cash, guarantees, borrowings, securities and leases; manage in-year and annual reports on recorded financial affairs and financial systems; Manage financial instructions and circulars; Perform managerial/supervisory tasks will entail the following: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements.

ENQUIRIES : Mr J Joubert at (021) 483 6022
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/244 : SUPPLY CHAIN MANAGEMENT PRACTITIONER, REF NO. DSD 2018-07

SALARY : R281 418 per annum (Level 8).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification in Supply Chain Management or Public Management, with a minimum of 3 years’ experience in a supply chain management
environment. Recommendations: A valid code B driver's licence. Competencies: Knowledge of the following: Public management practices; Financial management and supply chain management services; Public service reporting structure; Applicable legislative and Regulatory framework; Public Finance and Management Act (PFMA), Regulations and guidelines; SCM Regulations, notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel, MS Outlook and PowerPoint); Monitoring, evaluation and reporting skills; Analytical and presentation skills.

**DUTIES:** Preparing and presenting educational and development programmes for learners with special educational needs; Guidance/Leadership and support with regards to holistic and inclusive educational and developmental programmes; Assessment and evaluation: baseline assessment of newly admitted learners’ academic levels; evaluate learners’ achievement of learning outcomes; Compile quarterly school reports of each learner; Provide remedial intervention per individual learner when needed; Manage the utilization of all financial and physical resources to ensure sound financial control; Planning and administration: Annual, quarterly, weekly and daily planning and reporting; Administration of daily attendance registers of learners; record-keeping of learners’ work and achievements in learners portfolios.

**ENQUIRIES:** Ms S Tafeni at (021) 483 4665

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/245:** SUPPLY CHAIN MANAGEMENT PRACTITIONER, REF NO. DSD 2018-08

**SALARY:** R281 418 per annum (Level 8).

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** 3-year tertiary qualification in Supply Chain Management or Public Management, with a minimum of 3 years’ experience in a supply chain management environment. Recommendations: None. Competencies: Knowledge of the following: Public management practices; Financial management and supply chain management services; o Public Finance and Management Act (PFMA), Regulations and guidelines; Supply Chain Management regulations, notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Interpersonal skills.

**DUTIES:** Provide acquisition management services to the department; Assist with and advise on the development of specification for cost centres requirements; Execute and supervise the bidding process; Perform a Bid Administration function including compiling of bid documents, receiving and opening of bid documents publicizing of invitations and awards; Render Secretariat services to the Bid Evaluation Committee land Bid Adjudication Committee (includes obtaining approval); Maintain a register for complaints received, analyse and report; Provide input into the development and maintenance of departmental policies and procedures on acquisition management; Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES:** Ms L Sawal at (021) 483 8858

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/246:** SOCIAL WORKER: WINELANDS/OVERBERG REGION, REF NO. DSD 2018-01

**SALARY:** Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Recommendations: None. Competencies:
Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

**ENQUIRIES**

Ms N Nabela at (021) 483 4016

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/247**

SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE), REF NO. DSD 2018-13

**SALARY**

Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

**ENQUIRIES**

Mr Q Arendse at (021) 763 6202

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
SOCIAL WORKER: SOCIAL WORK SERVICES (PHILLIPI), REF NO. DSD 2018-14

SALARY: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Mr Q Arendse at (021) 763 6202

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU), REF NO. DSD 2018-15

SALARY: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.
DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Mr Q Arendse at (021) 763 6202

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/250: SOCIAL WORKER: SOCIAL WORK SERVICES (RETREAT), REF NO. DSD 2018-16

SALARY: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Mr Q Arendse at (021) 763 6202

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
POST 07/251: SOCIAL WORKER: SOCIAL WORK SERVICES (MITCHELLS PLAIN), REF NO. DSD 2018-17

SALARY: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Mr Q Arendse at (021) 763 6202

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/252: SOCIAL WORKER: SOCIAL WORK SERVICES (WYNBERG), REF NO. DSD 2018-18

SALARY: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through
the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Mr Q Arendse at (021) 763 6202
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/253: SOCIAL WORKER: SOCIAL WORK SERVICES (FISH HOEK), REF NO. DSD 2018-19

SALARY: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Mr Q Arendse at (021) 763 6202
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/254: CHIEF REGISTRY CLERK, REF NO. DSD 2018-09

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 3 years' relevant experience. Recommendations: None. Competencies: Knowledge of
archiving in the public sector relevant archiving prescripts and the EDMS, Computer literacy (MS Office), Analytical thinking and decision making, Communication skills in at least two of the three official languages of languages of the Western Cape.

**DUTIES**
- Co-ordinate the distribution of correspondence; Ensure the proper application of the registry system; Facilitate proper archiving of the departmental records; Supervise subordinate staff.

**ENQUIRIES**
- Mr G Miller at (021) 483 4168

**APPLICATIONS**
- Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/255**
- **ADMINISTRATION CLERK, REF NO. DSD 2018-06**

**SALARY**
- R152 862 per annum (Level 5)

**CENTRE**
- Department of Social Development, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior certificate or equivalent qualification) with relevant experience.
- Recommendations: None. Competencies: Communication skills (both written and verbal) in at least two of three official languages of the Western Cape, Computer literacy (including Management of databases), Human relations skills, Interpersonal- and presentation skills, Good organising skills.

**DUTIES**
- Rendering of provisioning administration functions in relation to: Ordering, stores and issuing and recording of goods, provide assistance with determining needs and application of correct procedures pertaining to provisioning, liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments. Provide assistance with regards to asset management in relation to: Compilation of a database to record all assets, reporting on all assets acquired on a quarterly basis, Compilation of inventories in regard to stores and equipment, Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets, Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.

**ENQUIRIES**
- Mr JJ Minyi at (021) 483 7679

**APPLICATIONS**
- Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/256**
- **REGISTRY CLERK, REF NO. DSD 2018-05**

**SALARY**
- R152 862 per annum (Level 5)

**CENTRE**
- Department of Social Development, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior Certificate or equivalent qualification) with relevant experience.
- Recommendations: A minimum of 1 year relevant working experience; Registry/Records Management course; A valid driver`s licence. Competencies: Knowledge of the following: legislation, policies and prescripts/manuals; Good knowledge of Archives Act and related Treasury Regulations governing registry. Skills in the following: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literate (MS office).

**DUTIES**
- Provide information to clients regarding available services: Receive and disseminate mail; Manage incoming and outgoing mail (franking, courier services, etc); Maintain the filing system of the Region (collecting, storing, disseminating and disposal of documents and records); Assist with the e-filing of the Region (Assist in managing electronic documents, e.g. Livelink).

**ENQUIRIES**
- Mr JJ Minyi at (021) 483 7679

**APPLICATIONS**
- Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**
- 02 March 2018 at 16:00

**NOTE**
- Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday
to Friday from 8:00 to 16.00 should you experience any difficulties with your online
apPLICATION. Please ensure that you submit your application before the closing date
as no late applications will be considered.

**OTHER POSTS**

**POST 07/257**

DEPUTY DIRECTOR: VEHICLE LICENCING AND DRIVER REGULATION AND
STANDARDS, REF NO. TPW 2018-05

**SALARY**

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

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

A 3-year Tertiary qualification with a minimum of 3 years’ management experience.
Recommendations: A valid Code B (08) driving license and willingness to regularly
travel away from the office. Competencies: Knowledge and experience of the
following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road
Traffic Regulations, 2000; National Traffic Information System (NaTIS); Problem
solving and decision making through analytical thinking; Relationships
Management and Networking Skills; Computer Literate (MS Word, Excel, Outlook,
etc).

**DUTIES**

Manage the functions and departmental agents rendering the services pertaining
to motor vehicle registration and licensing, driver fitness testing and vehicle fitness
testing; Manage the Provincial Helpdesk for vehicle registration and licensing,
driver fitness testing and vehicle fitness testing; Human Resource Management;
Plan the sub-directorate ’s budget and manage income and expenditure through
responsible implementation of policies, practices and decisions in order to achieve
the unit’s objectives and efficiently.

**ENQUIRIES**

Mr MJ Gallant at (021) 483 2058

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your
application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/258**

DEPUTY DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND SECURITY,
REF NO. TPW 2018-29

**SALARY**

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

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

A 3-year appropriate tertiary qualification with a minimum of 3 years’ management
experience; Valid Code 8 driver’s license. Competencies: Knowledge of the
following: Risk Management and access control; Occupational health and safety
legislation procedures and practices; Labour Relations Legislation, prescripts and
procedures; Public Service prescripts and procedures. Communication (written
and verbal) skills in at least two of the three official languages of the Western Cape;
Management and Report writing skills.

**DUTIES**

Occupational Health and Safety: Ensure the implementation occupational health
and safety procedures; Investigate any incident resulting in injury of staff;
Implement and maintain a database of all incidents; Serve as a member of the
Departmental Occupational Health and Safety and Security Committee with
representation from all branches; Actively promote the concept of zero incident
and zero injury; Risk Management Duties: Co-ordinate the risk management
function in collaboration with the Department of Community Safety for the buildings
in the CBD including the Regional Offices; Co-ordinate and assist with regular risk
audits; Assist with the development of disaster plans and disaster response
planning; Assist with the co-ordination of steps to avoid incidents which may result
in loss or damage for the Department; Ensure that mock emergency evacuations
of the CBD buildings take place twice a year; Provide a report to the HOD on the
effectiveness of the above exercise each time, detailing threats and weaknesses,
with recommendation.

**ENQUIRIES**

Mr C Marx at (021) 483 5605

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your
application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
POST 07/259: ASSISTANT DIRECTOR: TRANSPORT POLICIES AND STRATEGIES, REF NO. TPW 2018-07

SALARY: R334 545 per annum (Level 9)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: 3-year appropriate tertiary qualification with a minimum of 3 years’ relevant experience; A valid driver’s license. Competencies: Knowledge of the following: National and provincial strategies and policies on transport; Provincial Strategic Plan, Provincial Strategic Goals; Provincial Land Transport Framework; Integrated Transport Plans and Integrated Development Plans; Research and Policy Formation.

DUTIES: To engage in research that informs programme development profiles; To develop programmes that informs project interventions that promote District Transport Development; To participate in planning of District Transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the District Transport Programme; Provide support to the management of the directorate in terms of administration activities that support the effective operations of the directorate; Assist in Transport Policy Formation.

ENQUIRIES: Mr Y Ndungane at (021) 483 8580

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/260: ARCHITECTURAL TECHNOLOGIST (PRODUCTION), REF NO. TPW 2018-10

SALARY: Grade A: R323 259 – R348 480 per annum, Grade B: R 367 938 – R 396 375 per annum, Grade C: R 420 690 – R 495 561 per annum (Salary will be determined as per OSD prescripts).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Bachelor of Technology in Architecture (B Tech) or relevant qualification; A minimum of 3 years post qualification Architectural Technologist experience required; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid driver’s licence. Competencies: Technical: Project management knowledge and experience; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer Literacy (MS Project, Word, Excel and PowerPoint).

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

ENQUIRIES: Ms Jodie Thomas at (021) 483-2004

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APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/261: ENGINEERING TECHNICIAN (PRODUCTION): ELECTRICAL, REF NO. TPW 2018-08

SALARY: R274 440 – R420 690 per annum (Salary will be determined as per OSD prescripts)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: National Diploma in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Electrical Engineering Technician; A minimum of 3 years post qualification technical (Engineering) experience; A valid driver’s licence (Code B). Competencies: Technical: Project management knowledge and experience; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer Literacy (MS Project, Word, Excel and PowerPoint).

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

ENQUIRIES: Ms J Thomas at (021) 483-2004

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/262: ENGINEER PRODUCTION: ELECTRICAL - ENGINEERING SERVICES: HEALTH, REF NO. TPW 2018-09

SALARY: Salary will be determined as prescribed by OSD prescripts

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years' post-qualification engineering experience; A valid driver’s licence. Competencies: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Knowledge of public sector procurement; Ability to work under pressure; Willingness to undergo a security clearance.
DUTIES: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES: Ms J Thomas at (021) 483-2004
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/263: ICT SYSTEMS ADMINISTRATOR: INFORMATION COMMUNICATION TECHNOLOGY, REF NO. TPW 2018-06

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Certificate (NQF5) in IT with a minimum of 1 year’s experience in an IT environment preferably with Corporate Governance of Information Communication Technology (CGICT) experience. Recommendation: IT Degree/Diploma with a minimum of 2 years’ experience; Practical working experience with DPSA Corporate Governance of ICT Policy Framework (CGICTPF); Knowledge of COBIT (Controls Objectives for Information Related Technologies); Knowledge of TOGAF (The Open Group Architecture Framework). Competencies: Knowledge of CGICT, COBIT and TOGAF; Knowledge of Governance Wide Enterprise Architecture (GWEA) IT STRATEGY; Excellent in Policy development and analysis; Advanced knowledge of Public Administration and CGICT Policy Framework; Business Analysis, Standard Operating procedures; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy.

DUTIES: Assist with the analysis and development of all CGICT requirements; Assist with the facilitation of ICT Governance Implementation and Monitoring; Assist with the coordination of Departmental ICT Strategies and Policy Implementation; Assist with the provision of management support in departmental transversal application systems; Assist with coordinating and facilitating the introduction and optimisation of systems; Assist with managing the interface with Cel and other service providers; Assist with business continuity planning.

ENQUIRIES: Ms T Singh at (021) 483 5519
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/264: ADMINISTRATIVE ASSISTANT: TRANSPORT POLICIES AND STRATEGIES, REF NO. TPW 2018-16

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A 3-year tertiary qualification with a minimum of 3 years’ experience; A valid driver’s licence. Competencies: Knowledge of the following: National and provincial strategies and policies on transport; Provincial Strategic Plan; Provincial Strategic Goals, Provincial Land Transport Framework; Integrated Transport Plans
and Integrated Development Plans; Research and Policy Formation; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES**: To do research that informs programme development profiles; To develop programmes that informs project interventions that promote District Transport development; To participate in planning of District transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the District transport Programme; Provide support to the management of the Directorate in terms of administrative activities that support the effective operations of the Directorate; Assist in Transport Policy Formation.

**ENQUIRIES**: Ms L Dalhouzie at (021) 483 0989

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/265**: PERSONAL ASSISTANT: KNOWLEDGE MANAGEMENT, REF NO. TPW 2018-17

**SALARY**: R226 611 per annum (Level 7)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to senior management. Recommendation: Undergraduate degree with courses completed in Office Management. Experience in Financial Management; A valid driver’s licence. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

**DUTIES**: Provide a secretarial/receptionist support service to the Manager; Rendering an administrative support service which include procurement; Assist with the distribution of mail and documentation as prescribed; Utilisation of an electronic file tracking system; Remains up to date with regard to prescripts and policies within the Department; Assist the Manager in determining funding requirements for purposes of MTEF submissions; Compares the MTEF allocation with the requested budget and informs the Manager of any changes; Ensures travel arrangements are well co-orientated; Utilise GG vehicles and maintain appropriate records; Minute taking skills.

**ENQUIRIES**: Mr L Barbier at (021) 483 4070

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 07/266**: ADMINISTRATIVE OFFICER: MASAKH’ISIZWE BURSARY PROGRAMME (2 POSITIONS AVAILABLE), REF NO. TPW 2018-26

**SALARY**: R226 611 per annum (Level 7)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years’ relevant experience. Recommendation: An appropriate 3-year tertiary qualification with a minimum of 1-year experience; Experience in the following: Bursary administration; Maintaining a Record Management System; Recording decisions and minutes at meetings; Plan administrative activities for Diary Management, travel itineraries, and document flow in an office set up. Competencies: Knowledge of the following: Relevant legislation, regulations and policies related to skills development; Higher Education Sector; Bursary Administration; Good communication (written and verbal) and report writing skills; Proven computer literacy (sound application of relevant computer programmes); Project Management Skills.
DUTIES: Render line administrative support to the Masakh'isiSizwe Bursars of the Higher Education Institution; Co-ordinate administrative management control activities pertaining to the bursars studying at the Higher Education Institution; Develop, implement, and maintain administrative systems; Assist in conducting research on matters that impact and inform the Masakh’iSizwe Bursary Programme, as instructed.

ENQUIRIES: Ms C September at (021) 483 9841

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 07/267: ACCOUNTING CLERK: BANKING AND CASH, REF NO. TPW 2018-21

SALARY: R226 611 per annum (Level 7)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendation: Experience as a cashier.

Competencies: A good understanding of the following: Accounting; PFMA; Proven computer literacy (proficiency in Excel); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Journalise all income and expenditure on bank account; Reconciliation and clearing of all banking interfaces; Reconciliation of daily receipts; Reconciliation and control of all petty cash; Reconciliation of daily deposits and money received.

ENQUIRIES: Ms J Davids at (021) 483 4040

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs