PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 09 OF 2018
DATE ISSUED: 02 MARCH 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.
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## PROVINCIAL ADMINISTRATIONS

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

FOR ATTENTION: Mr A Khamele

CLOSING DATE: 16 March 2018 @ 16h00 (Applications received after the closing date will not be considered).

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

OTHER POSTS

POST 09/01: DEPUTY DIRECTOR: MEDIA POLICY REF NO: DD/DOC/06
Directorate: Broadcasting Policy

SALARY: All-inclusive remuneration package R657 558. per annum

CENTRE: Pretoria

REQUIREMENTS: Qualifications: A recognised undergraduate qualification in Communication or Media Studies (NQF level 7) or related field as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 3-5 years' experience in Media/ Communication Policy environment. Knowledge and understanding: Knowledge of broadcasting-related legislations administered by the department and its Entities and their application to the broadcasting industry. Operational excellence. Adequate stakeholder management. Proven ability to operate under pressure. Skills and competencies: Understanding and Knowledge Teamwork, Program and Project management, Knowledge management, Change management, Financial management, Problem solving and analysis, People management, Service delivery innovation, Client orientation and customer focus, Communication, Diversity, management, Leadership skills and Risk management. Willingness to adapt work schedule in accordance with professional requirements.

DUTIES: To support policy regulatory direction in broadcasting. Assist in developing broadcasting policy and media content based on evolving trends. Assist in producing regular review of documents and policies. Interact with Industry on arrears of interest and relevance. Assist in conceptualising skills development in broadcasting and operations. Stakeholder management. Assist in promoting transformation and address diversity issues in the media marketplace, as it develops, recommend and administer the regulatory policy programmes relating to the media industry, including print and online media. Assist in advising the Ministry and Department in relation to the preparation of media legislative proposals (plus the preparation of bills and acts) and policy initiatives. Assist in analyzing the in-depth and assess the effectiveness and improvements of the current and future voluntary measures put in place so far by online platforms and news media organisations based on best and good practices.

ENQUIRIES: Mr C Mashile, Tel (012) 473 0414
POST 09/02 : DEPUTY DIRECTOR: LEGISLATION DRAFTING AND SUPPORT REF NO: DD/DOC/07
Directorate: Broadcasting Policy

SALARY : All-inclusive remuneration package R657 558.00 per annum
CENTRE : Pretoria
REQUIREMENTS : Qualifications: LLB or equivalent degree with at least 3 years’ experience in the legal field. Admission as Advocate or Attorney will be an added advantage. Knowledge and understanding: Knowledge of broadcasting-related legislations administered by the department and its Entities and their application to the broadcasting industry. Understanding of South African broadcasting/media law and regulation Knowledge of, and exposure to constitutional law, administrative law, and other laws applicable in Public service environment. Skills and competencies: Excellent communication (written and verbal), Excellent interpersonal skills. Exceptional organising and planning. Ability to work independently, under pressure and long hours. Excellent time management. Innovative. Problem solving and results orientated. Attention to detail. Computer literate.

DUTIES : Produce accurate and easily comprehensible legal comparative studies of broadcasting/media policies. Facilitate co-operation, in the domain of regulatory policy making, with the state law advisor office, entities, industry stakeholders and SADC/AU level. Identify emerging trends in the regulatory policy area of broadcasting/media in order to stimulate and support regulatory policy discussion and reports/ briefings. Provide regulatory policy legal advice in order to raise legal issues, in particular for the Government/Department. Represent the legal interest of the Department in the fields of copyright, intellectual property and broadcasting/media regulatory policy. Monitor Parliamentary legislative processes affecting the department. Attend hearings, committee discussions and other events at the SA Parliament. Draft legal opinion and legal policy reports. Liaise with DoC entities, State Law Advisor Office and partner departments and organisations on broadcasting/media related legal matters. Draft and edit regulatory policy documents for the Department and Cabinet. Conduct legal and regulatory policy research, analyse proposed regulatory policies, and evaluate the effects and validity of existing regulatory policies; Compile relevant legal information from best practice and compose legal positions for use in regulatory policy formulation by the Department. Conduct legal research analysis of existing regulatory policies, and report out findings in relation to current and future policy outcomes of the Department.

ENQUIRIES : Mr C Mashile, Tel (012) 473 0414
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, Tijgerpoort, 0056; submitted electronically via email: cogta05@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling, Tel. 012 811 1900.

CLOSING DATE: 23 March 2018

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 09/03: CHIEF DIRECTOR: LEGAL SERVICES REF NO: 23604/01

SALARY: An all-inclusive remuneration package of R1 127 334 per annum (Level 14). 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. Admittance as an Attorney or Advocate. Five years relevant experience at senior management level within the legal services field (applicants must indicate their level of management experience). Technical competencies: Applied public law, legislative analysis, review and drafting skills, contract drafting and management.

DUTIES: The incumbent will perform the following duties: Coordinate the provisioning of general legal advice and legal documents. Manage and coordinate the drafting of primary and secondary local government legislation. Manage and advise litigation
matters and ensure legal compliance by the Department. Manage and coordinate legal contracts, opinions, agreements, MOUs and advice. Provide advisory and consultancy services on corporate governance processes within the Department and the local government sector.

ENQUIRIES: Ms MG Mahlangu, Tel. 012 334 0517.
DEPARTMENT OF DEFENCE

APPLICATIONS: Department of Defence, Directorate Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.

CLOSING DATE: 23 March 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 09/04: LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT, REF: DLSD/58/17/01

SALARY: MR 5 (R479 097 – R572 811 all-inclusive package per annum).

CENTRE: DLSD, Defence Headquarters, Erasmuskloof, Pretoria.

REQUIREMENTS: A minimum of NQF Level 6 / LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Constitutional Law, Law of evidence, Civil Procedure, Criminal Law, Administrative Law and Interpretation of Statutes. Admission as an Attorney or Advocate is a preference. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation. Legal writing and Drafting. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.

DUTIES: Facilitate the management of all of all civil claims against, or by the DOD by, inter alia, handling letters of demand, summonses notices of motion, liaise with the State Attorney on proposed handling of DOD litigation matters; drafting of instructions to the State Attorney on DOD litigation matters; liaise with internal DOD stakeholders on litigation matters as required; attend consultations with the State Attorney and/or Counsel; draft submissions for the Head of Department’s approval for settlement; ensure sound litigation administration, including monthly
litigation management reports/statistics; provide sound litigation legal advice and opinions where required; facilitate requests for legal representation by the State from DOD officials.

ENQUIRIES: Col. M.F. Jacobs, Tel: (012) 355 5383 - Post related enquiries. Ms L. Hammond, Tel: (012) 392 2471 - Application enquiries.

POST 09/05: LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT, REF NO: DLSD/58/17/02

SALARY: MR 5 (R479 097 – R572 811 all-inclusive package per annum).
CENTRE: DLSD, Defence Headquarters, Erasmuskloof, Pretoria.
REQUIREMENTS: A minimum of NQF Level 6 / LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Constitutional Law, Law of evidence, Civil Procedure, Criminal Law, Administrative Law and Interpretation of Statutes. Admission as an Attorney or Advocate is a preference. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation. Legal writing and Drafting. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.

DUTIES: Conduct legal review of applicable DOD policies and provide legal advice thereon; assist with the drafting of DOD policies where required; provide legal advice to the DOD in respect of general and specialised areas of law, which includes the Promotion of Access to Information Act, 2 of 2000, Occupational Health and Safety Act, 85 of 1993, Intellectual Property Law, Public International Law, etc.; drafting of legal opinions; assist with the handling of DOD litigation and drafting of legislation, when required. Drafting of Reports/Statistics in reporting.

ENQUIRIES: Col. M.F. Jacobs, Tel: (012) 355 5383 - Post related enquiries. Ms L. Hammond, Tel: (012) 392 2471 - Application enquiries.

POST 09/06: LEGAL ADMINISTRATION OFFICER: LEGISLATIVE DRAFTING & MOU, REF: DLSD/58/17/03

SALARY: MR 5 (R479 097 – R572 811 all-inclusive package per annum).
CENTRE: DLSD, Defence Headquarters, Erasmuskloof, Pretoria.
REQUIREMENTS: A minimum of NQF Level 6 / LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Constitutional Law, Law of evidence, Civil Procedure, Criminal Law, Administrative Law and Interpretation of Statutes. Admission as an Attorney or Advocate is a preference. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation. Legal writing and Drafting. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.

DUTIES: Review, manage and administer Departmental legislation and subordinate legislation, which entails conducting legal reviews of the existing DOD regulatory framework; propose legislative amendments, draft new Bills or subordinate legislation; liaise with all role-players (internal and external) on draft legislation; present draft legislation to DOD Command Bodies and obtain approvals; draft all Cabinet and Parliamentary documents required for the Cabinet and Parliamentary processes; comply and assist with all Cabinet and Parliamentary processes until legislation is published/promulgated; scan the external legislative environment for new Bills and Acts, White Papers, etc, that may have an impact on the DOD; prepare monthly management reports. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting written legal opinions on the legality of MOUs, provide negotiation support to DOD when required.

ENQUIRIES: Col. M.F. Jacobs, Tel: (012) 355 5383 - Post related enquiries. Ms L. Hammond, Tel: (012) 392 2471 - Application enquiries.
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: 16 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 09/07: SENIOR FACILITIES MANAGEMENT CLERK (WAREHOUSE)
Directorate: Security and Facilities Management

SALARY: Commencing Salary of R183 558 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of a National Diploma (NQF 6) in Management/Administration/Logistics Management or relevant equivalent qualification and at least two (2) years’ stores/warehouse experience. The candidate must have the knowledge of the treasury Regulations, LOGIS, PFMA. Excellent communication and interpersonal relation skills. Computer Literacy (MS WORD and EXCEL). Ability to work well under pressure and willingness to work irregular hours. Knowledge of LOGIS will added advantage. He/ she must have good verbal communication and interpersonal skills, and ability to work under pressure and independently.

DUTIES: The successful candidate will be responsible for receiving of all ordered items both physically and electronically on LOGIS. Issuing of stock from warehouse and also on the system LOGIS. Replenishment of stock for Facility Management. Verify and receive stock delivered by supplier. Update Bin Cards when issuing or receiving stock and regular spot checks in warehouse. Follow-up with service providers on outstanding deliveries and invoices. Handling both internal and external enquiries. Keep records of orders for stationery. Assist in Asset Management Section

ENQUIRIES: Mr Mendrick Mlondobozi Tel: 012 473 0182
POST 09/08 : TRADESMAN AID
Directorate: Security and Facilities Management

SALARY : Commencing Salary of R107 886 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. A plumbing/ electrical certificate will be added advantage. Basic Skills in Maintenance Services (plumbing, electrical, etc.) Sound interpersonal skills. Ability to liaise with team members, clients and members of the public. Customer focused. Computer literate

DUTIES : The successful candidate will be required to fix and repair minor damages in and around the building. Replacement of globes/bulbs and starters. Repair damaged and broken furniture. Inspect the facilities on daily basis and report all defects to the Supervisor. Unblock toilets. Move furniture in the building. Assist with any other cleaning and maintenance services. Keep a register of all maintenance work conducted in all the buildings. Team leader / member of the cleaning / maintenance team. Setting up of chairs and tables at the Auditorium

ENQUIRIES : Ms Xoliswa Job Tel: (012) 473 0334
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (IKHALA (TVET) COLLEGE)

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity are encouraged to apply.

APPLICATIONS

Please Forward Your Application, Quoting The Reference Number to: HR Department, Ikhala TVET College, Private Bag X7110, Queenstown, 5320 Or Hand Deliver to: Zone D, Gwadana Drive, Ezibeleni, Queenstown.

CLOSING DATE

16 March 2018 @ 12:00, applications received after the closing date or faxed applications will not be considered.

NOTE

Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV, certified copy of green South African identity document and certified copies of all academic qualifications and certified copy of driver's license. Persons in possession of foreign qualification MUST submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application no being considered. The successful candidate will be subjected to a security clearance and verification of qualifications. Shortlisted candidates will be subjected to a practical assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserve the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

POST 09/09

LECTURER PL1: REPORT 191: PUBLIC MANAGEMENT REF: IKHALA 01/02/2018

SALARY

Post level 1

CENTRE

Ikhala TVET College - Queenstown Campus ( Permanent)

REQUIREMENTS

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Public Management related subjects as majors; A professional qualification in Education; be competent and capable to teach Public Management related subjects; a proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

DUTIES

Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

ENQUIRIES

can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/10

LECTURER PL1: REPORT 191: PUBLIC MANAGEMENT REF: IKHALA 02/02/2018

SALARY

Post level 1

CENTRE

Ikhala TVET College - Queenstown Campus ( Permanent)

REQUIREMENTS

Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Public Management and or Communication related subjects as majors; A professional qualification in Education; be competent and capable to teach Public Administration related subjects; the ability to Teach Communication N4 will be an added advantage. A proof of SACE registration; Proof of Computer Literacy. 3
years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

**DUTIES**: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

**ENQUIRIES**: can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/11**: LECTURER PL1: NC (V)/REPORT 191: COMPUTER PRACTICE/LIFE ORIENTATION (PRACTICAL)/OFFICE DATA PROCESSING REF: IKHALA 03/02/2018

**SALARY**: Post level 1

**CENTRE**: Ikhala TVET College - Queenstown Campus (Permanent)

**REQUIREMENTS**: Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Computer Related subject as majors; A professional qualification in Education; Be competent and capable to teach computer related subjects in NC (V) and Report 191; a proof of SACE registration; Proof of Computer Literacy.

3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

**DUTIES**: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

**ENQUIRIES**: can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/12**: LECTURER PL1: NC (V) and REPORT 191: HUMAN RESOURCE MANAGEMENT REF: IKHALA 04/02/2018

**SALARY**: Post level 1

**CENTRE**: Ikhala TVET College - Queenstown Campus (Permanent)

**REQUIREMENTS**: Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Human Resource Management with Entrepreneurship or Personnel Management as a majors; A professional qualification in Education; be competent and capable to teach Human Resource management subjects; A proof of SACE registration; Proof of Computer Literacy. 3years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NC (V) and Report 191.

**DUTIES**: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.
ENQUIRIES can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/13

LECTURER PL2: NC (V): PROGRAM HEAD (VOCATIONAL SUBJECTS) REF: IKHALA 05/02/2018

SALARY: Post level 2
CENTRE: Ikhala TVET College - Queenstown Campus (Permanent)
REQUIREMENTS: Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) in Office Administration or Management or Finance and Economic or Information Technology; A professional qualification in Education; be competent and capable to teach relevant vocational subjects; Proof of SACE registration; Proof of Computer Literacy. 3 Years teaching experience in the TVET College sector is a requirement.


ENQUIRIES can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/14

LECTURER PL3: REPORT 191: HOD REF: IKHALA 06/02/2018

SALARY: Post level 3
CENTRE: Ikhala TVET College – Queenstown Campus (Permanent)
REQUIREMENTS: Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) to the programs offered at the campus. A professional qualification in Education; A proof of SACE registration; Proof of Computer Literacy. 5 Years teaching experience in the TVET College sector is a requirement. 2 Years managerial experience in the TVET College sector will be added advantage.

DUTIES: Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation. Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the lecturers, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as lecturers Workplace Integrated Learning (WIL). Management of Labour Relations Matters. Management of performance appraisals of educators including annual revision of job descriptions.

ENQUIRIES can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/15

LECTURER PL1: NCV& REPORT 191: BUSINESS STUDIES (ENGLISH, COMMUNICATION AND LIFE ORIENTATION) - REF: IKHALA 07/02/2018

SALARY: Post level 1
CENTRE: Ikhala TVET College – Sterkspruit Campus
REQUIREMENTS: Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13). A professional qualification in Education; be competent and capable to teach English, Life Orientation and Management Communication; A proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

DUTIES: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom
environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE’s and PoA’s.

ENQUIRIES: can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/16: LECTURER PL1: NCV& REPORT 191: CIVIL ENGINEERING - REF: IKHALA 08/02/2018

SALARY: Post level 1
CENTRE: Ikhala TVET College Sterkspruit Campus (Permanent)
REQUIREMENTS: Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Civil Engineering related subjects as majors; A professional qualification in Education; be competent and capable to teach Civil Engineering related subjects; A proof of SACE registration; Proof of Computer Literacy. 3years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

DUTIES: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

ENQUIRIES: can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/17: LECTURER PL1: NCV& REPORT 191: ENGINEERING STUDIES - REF: IKHALA 09/02/2018

SALARY: Post level 2
CENTRE: Ikhala TVET College Sterkspruit Campus (Permanent)
REQUIREMENTS: Grade 12/ NC(V) Level 4 or equivalent qualification; A Diploma/Degree (REQV 13) qualification with Mathematics as major subject; be competent and capable to teach Mathematics or Mathematics Literacy; A professional qualification in Engineering. Must be willing to teach both NCV and Report 191 as well as supervising both Business and Engineering studies. 3 Years teaching experience in the TVET College sector is a requirement.

DUTIES: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

ENQUIRIES: can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/18: LECTURER PL1: NCV OFFICE ADMINISTRATION - REF: IKHALA 10/02/2018

SALARY: Post level 1
CENTRE: Ikhala Tvet College Queen-Nonesi Campus (Permanent)
REQUIREMENTS: Grade 12/NC (V) Level 4 or equivalent qualification; A Diploma/Degree (REQV 13) qualification with Mathematics as major subject; be competent and capable to teach Mathematics or Mathematics Literacy; A professional qualification in
Education; Proof of registration with SACE. Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be able to teach both NCV and Report 191.

**DUTIES**

Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

**ENQUIRIES**

can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/19**

**LECTURER PL1: R191 TOURISM MANAGEMENT N4 – N6 - REF: IKHALA 11/02/2018**

**SALARY**

Post Level 1

**CENTRE**

Ikhala TVET College Queen-Nonesi Campus (Permanent)

**REQUIREMENTS**

Grade 12/NC (V) L4 or equivalent; A Diploma/Degree qualification (REQV 13) in Tourism Management; A professional qualification in Education; be competent and capable to teach Tourism Management subjects; Proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be able to teach both NCV and Report 191.

**DUTIES**

Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

**ENQUIRIES**

can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/20**

**LECTURER PL1: NCV& REPORT 191: MECHANICAL ENGINEERING - REF: IKHALA 12/02/2018**

**SALARY**

Post Level 1

**CENTRE**

Ikhala TVET College Ezibeleni Engineering Campus (Contract)

**REQUIREMENTS**

Grade 12/NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Mechanical Engineering related subjects as majors; a professional qualification in Education; Be competent and capable to teach Civil Engineering related subjects; A proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

**DUTIES**

Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

**ENQUIRIES**

can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
POST 09/21 : LECTURER PL1: NCV & REPORT 191: MATHEMATICS - REF: IKHALA 13/02/2018

SALARY : Post Level 1
CENTRE : Ikhala TVET College Ezibeleni Engineering Campus (Permanent)
REQUIREMENTS : Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) specialising in Mathematics as major subject; A professional qualification in Education; be competent and capable to teach Mathematics; A proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA's

ENQUIRIES : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/22 : LECTURER PL1: REPORT 191: WATER & WASTE TREATMENT PRACTICE - REF: IKHALA 14/02/2018

SALARY : Post Level 1
CENTRE : Ikhala TVET College Ezibeleni Engineering Campus (Permanent)
REQUIREMENTS : Grade 12/ NC(V) Level 4 or equivalent; A Diploma/ Degree qualification (REQV 13) in Water & Waste Water Treatment subjects as majors; A professional qualification in Education; be competent to teach Water & Waste Water Treatment Practice subjects, Engineering Science and Mathematics; A proof of SACE registration; Computer literacy. 3 years teaching experience in the TVET College Sector will be an added advantage. Must be willing to teach in Report 191.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA's

ENQUIRIES : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/23 : LECTURER PL1: NCV: ELECTRICAL INFRASTRUCTURE - REF: IKHALA 15/02/2018

SALARY : Post Level 1
CENTRE : Ikhala TVET College - Ezibeleni Engineering Campus (Permanent)
REQUIREMENTS : Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV13) in Electrical Infrastructure Construction; A professional qualification in Education; be competent and capable to teach Electrical Infrastructure subjects and Mathematics; A proof of SACE registration; be computer literate. 3 years teaching in the TVET College Sector will be an added advantage. Must be willing to teach in both NCV and Report 191.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and
programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

ENQUIRIES:
can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/24:
ADMIN CLERK - REF: IKHALA 16/02/2018

SALARY:
SL5 - R152,862 per annum (Plus Benefits)

CENTRE:
Ikhala TVET College Ezibeleni Engineering (Permanent)

REQUIREMENTS:
National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor’s degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A minimum of three years of relevant experience is required. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.

DUTIES:
Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Liaise with respective College and National role-players on Examinations and Assessment related matters. Any other duties assigned to by supervisor.

ENQUIRIES:
can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/25:
LECTURER PL1: BUSINESS STUDIES - REF: IKHALA 17/02/2018

SALARY:
Post Level 1

CENTRE:
Ikhala TVET College Aliwal North Campus (Permanent)

REQUIREMENTS:
Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV13) in Business Studies. A professional qualification in Education; be competent and capable to teach Life Orientation theory and computer subjects. A proof of SACE registration; be computer literate. 3years teaching in the TVET College Sector will be an added advantage. Must be willing to teach in both NCV and Report 191.

DUTIES:
Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

ENQUIRIES:
can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

POST 09/26:
LECTURER PL1: BUSINESS STUDIES – REF NO: IKHALA 18/02/2018

SALARY:
Post Level 1

CENTRE:
Ikhala TVET College Aliwal North Campus (Permanent)

REQUIREMENTS:
Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV13) in Business Studies. A professional qualification in Education; be competent and
capable to teach Office Practice subjects. A proof of SACE registration; be computer literate. 3 years teaching in the TVET College Sector will be an added advantage. Must be willing to teach in both NCV and Report 191.

**DUTIES**

- Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students.
- Prepare lesson plans and programme plan, compile PoA and PoE.
- Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes.
- Implement and monitor all policies that have impact on teaching and learning within the department.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students.
- Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students.
- Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance.
- Moderate PoE’s and PoA’s.

**ENQUIRIES**

- can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
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. 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.

CLOSING DATE : 16 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.
ERRATUM: Kindly note that the following posts: Master (REF: 18/17/MAS) and Estate Controllers: Various Offices (14 Posts) published on the Circular No. 07 of 2018 dated 14 February 2018 with incorrect Enquiries: the correct Enquiries is as follows: For Master is Mr M. Lehong (012) 315 1264 and for Estate Controllers is: Enquiries: Mr C. Msiza (012) 315 4754 Mr M. Lehong (012) 315 1264 Mr S. Maeko (012) 315 1996

MANAGEMENT ECHelon

Chief Director: Executive Support and Intergovernmental Relations

SALARY : R1 127 334 – R1 347 879 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An appropriate qualification (NQF level 7) as recognized by SAQA (a legal qualification will be advantageous); At least 5 years’ experience at Senior Managerial level, of which 3 years should be in the public sector; Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key performance areas Provide general management (Strategic and Operational) of the Office of the Director-General; Manage and coordinate the provision of EXCO secretariat support services; Manage the coordination of international cooperation and developmental partnership services; Manage the coordination of entity oversight and interface and cluster coordination services; Manage administrative support services in the office of the Director-General (ODG).

ENQUIRIES : Mr. M Kekana Tel: (012) 357 8023
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : (The incumbent will be expected to, from time to time, provide support to the Director-General in the Cape Town Office)
OTHER POSTS

POST 09/28 : SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: 18/27/CD

SALARY : R420 909 – R1 023 054 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria

REQUIREMENTS : An LLB degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the Constitution of the Republic of South Africa; South African Human Rights Acts, the Promotion of Equality and Prevention of Unfair Discrimination Act and the Equality Act; Knowledge of the South African Legal system and legal practices with specific reference to civil litigation relating to the right to equality; Knowledge and experience in office administration; Experience in providing legal support and to raise awareness on the promotion of equality and the usage of Equality Courts; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Planning and interpersonal relations skills; Communication and report writing skills; Innovative and analytical thinking.

DUTIES : Key performance areas: Manage the secretarial, legal and administrative duties for the Equality Review Committee (ERC) to ensure that the ERC’s statutory mandate is achieved; Analyze statistics received on equality courts cases from the Department’s National Operation Centre (NOC system); Advise the Minister, Director-General, Regional Heads, Office of the Chief Justice and Office of the Magistrate Commission and other role players on trends resulting from statistics received from the NOC system; Provide reports on resolutions made from all meetings on behalf of the Department, the Equality Review Committee and other Forums involving the promotion of Equality; Liaise with all relevant stakeholders including members of public and raise awareness on Equality Act and the usage of Equality Courts; Manage and deal with complaints from members of the public and the media on the effectiveness and efficiency of the equality Courts; Provide advice to the Minister, Deputy Minister, Director-General and other role players on measures taken to promote the Equality Act and the Equality Courts; Handle ad hoc tasks in line with instructions from Senior Management; Provide effective people management.

ENQUIRIES : Mr Bheki Sibiya (012) 315 1456

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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 Street, Pretoria.

POST 09/29 : ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 18/24/SA 2 POSTS

Re-Advertisement

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

CENTRE REQUIREMENTS : State Attorney: Cape Town

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A minimum of 2 years’ experience in conveyancing and notary; Admission as a conveyancer and notary will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to details.

DUTIES : Key Performance Areas: Draft, prepare and register conveyancing and notarial documents; Draft legal documents and conduct legal research; Furnish legal advice/opinion and contracts; Give effect to the Department’s Strategic Plan, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistical required; Perform functions normally performed by a conveyance and notary.

ENQUIRIES : Mr. E Seerane (012) 315 1780
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

POST 09/30: LEGAL ADMINISTRATION OFFICER MR1 – MR5 REF NO: 18/26/CD

SALARY: R174 606 – R818 301 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An LLB Degree or 4 year recognized legal qualification; Knowledge of Constitution of the Republic of South Africa, South African Human Rights Acts, the Promotion of Equality and Prevention of Unfair Discrimination Act and the Equality Act, Knowledge and experience in office administration; Experience in providing legal support and to raise awareness on the promotion of equality and the usage of Equality Courts; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Planning and interpersonal relation; Communication (report writing and verbal); Innovative and analytical thinking.

DUTIES: Key Performance Areas: Support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC); Analyze statistics received on equality courts cases from the Department’s National Operations Centre (NOC system); Advise relevant stakeholders and management on trends resulting from statistics received from the NOC system; Provide reports on resolutions made from all meetings attended on behalf of the Department, the Equality Review Committee and other Forums involving the promotion of Equality; Manage and deal with complaints from members of the public and media on the effectiveness and efficiency of the equality Courts; Advise the Minister, Deputy Minister, Director-General and other role players on measures taken to promote the Equality Act and the Equality Courts; Handle ad hoc tasks in line with instructions from Senior Legal Administration Officer.

ENQUIRIES: Mr Bheki Sibiya ☏(012) 315 1456

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

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

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

MANAGEMENT ECHELON

POST 09/31:

DIRECTOR: ORGANISATIONAL EFFECTIVENESS REF NO: HR 5/1/2/3/09
Compensation Fund

SALARY: R948 174 – 1116918 per annum (All inclusive)

CENTRE: Pretoria

DUTIES:
- Develop and monitor the implementation of change management initiatives for the Fund.
- Manage and monitor organisational design and job evaluation processes.
- Oversee the management of Business Process and implementation of improvement processes in the Fund.
- Oversee the implementation of the Fund Quality Management System (QMS) as per ISO 9000:2008 requirements.
- Manage resources (human, financial, equipment/assets) of the Directorate.
- Manage the operational processes of the Organisational Effectiveness services.

APPLICATIONS:
Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

FOR ATTENTION:
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE:
23 March 2018 at 16:00

POST 09/32:
DIRECTOR: RISK MANAGEMENT REF NO: HR 5/1/2/3/10
Compensation Fund

SALARY:
R948 174 – 1116918 per annum (All inclusive)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
- Manage the development and implementation of policies and regulations related to the enterprise risk services in the Fund. Develop and manage the business continuity management processes in the Fund. Oversee and manage regulatory compliance and risk assessment within the Fund. Manage risk awareness, education and training programmes. Manage the overall resources of the Directorate.

ENQUIRIES:
Mr V Mafata, Tel: (012) 319 9495

APPLICATIONS:
Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

FOR ATTENTION:
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE:
23 March 2018 at 16:00

OTHER POSTS

POST 09/33:
PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/01/06

SALARY:
R417 552 per annum

CENTRE:
Provincial Office: Braamfontein

REQUIREMENTS:
<table>
<thead>
<tr>
<th>POST 09/34</th>
<th>CAREER GUIDANCE COORDINATOR REF NO: HR 4/4/1/90</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DUTIES</strong></td>
<td>Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Adv. M Msiza, Tel: (012) 309 5253</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.</td>
</tr>
<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Sub-directorate: Human Resources Operations, Head Office</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>19 March 2018 at 16:00</td>
</tr>
<tr>
<td>**POST 09/35</td>
<td>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/4/02/05</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R417 552 per annum</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Provincial Office: East London</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisations. Manage, and co-ordinate the administration of psychometric assessment.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. KD Mogotloane, Tel: (043) 701 3076</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.</td>
</tr>
<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Sub-directorate: Human Resources Operations, Provincial Office.</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>19 March 2018 at 16:00</td>
</tr>
</tbody>
</table>
**POST 09/36**  | ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICE REF NO: HR4/4/9/300
---|---
**SALARY**  | R334 545 per annum
**CENTRE**  | Provincial Office: Mmabatho
**REQUIREMENTS**  | A three year relevant tertiary qualification in Office Management/ Administration/ Public Administration. Two (2) years functional experience and two (2) years Supervisory experience. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Listening and observation Innovative, Analytical, Verbal and written communication.
**DUTIES**  | Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with view to improve IES system and process. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.
**ENQUIRIES**  | Mr ABM Mampuru, Tel: (018) 387 8100
**APPLICATIONS**  | Chief Director: Provincial Operations, Department of Labour: Private Bag X 2040, Mmabatho, 2735
**FOR ATTENTION**  | Human Resources Operations Mmabatho or hand deliver at 2nd Floor, Provident House, University Drive, Mmabatho.
**CLOSING DATE**  | 19 March 2018 at 16:00

**POST 09/37**  | CONTINUOUS BUSINESS PROCESS IMPROVEMENT SPECIALIST REF NO: HR 5/1/2/3/07
---|---
**SALARY**  | R334 545 – 394 065 per annum (SR 9)
**CENTRE**  | Pretoria
**DUTIES**  | Manage Business processes in the Fund. Map existing and future Fund processes and systems. Facilitate the implementation of improvement processes and systems. Implement the operational plan of the sub-directorate.
**ENQUIRIES**  | Ms N Stuurman, Tel: (012) 313 6360
**APPLICATIONS**  | Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia
**FOR ATTENTION**  | Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
**CLOSING DATE**  | 23 March 2018 at 16:00
POST 09/38 : ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/08

(This is a Re-Advertisement candidates who previously applied are encouraged to re-apply)

Compensation Fund

SALARY : R334 545 – 394 065 per annum (SR 9)
CENTRE : Pretoria

DUTIES : Co-ordinate and execute information system audit functions within the directorate. Provide input to monitoring the Funds compliance with all relevant legislation and regulations. Assist in the management of the sub-directorate

ENQUIRIES : Ms TE Dikokoe, Tel: (012) 406 5753
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
CLOSING DATE : 23 March 2018 at 16:00
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

Applications:
Principal: National School of Government, Private Bag X759, Pretoria, 0001
FOR ATTENTION: Ms L Raseroka; HR Unit, National School of Government by hand at ZK Matthews Building; 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications
CLOSING DATE: 16 March 2018 @ 16h00
NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POSTS

POST 09/39: DEPUTY DIRECTOR: INDUCTION (REF: NSG 06/2018)
Chief Directorate: Induction
SALARY: An inclusive remuneration package commencing at R657 558. per annum, comprising basic salary (70%-75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 11)
CENTRE: Pretoria
REQUIREMENTS: A relevant Degree/Diploma. 3-5 years relevant experience in Human Resources Management and Development or Public Administration. Good project and people management skills. Ability to deliver within time frames as reflected in project plans. Good communication and liaison skills. Demonstrated ability to communicate at all levels. Report writing skills. Research skills. Planning and time management. Analytical skills, problem-solving skills. Monitoring and Evaluation skills. Negotiation skills. Team work. Client orientation and customer focus skills. Change management skills. Good written and verbal skills; A good theoretical and practical knowledge of managing induction training projects on a large scale; knowledge of a range of methodologies for training and learning; good administration and management skills; project management capability; ability to write project proposals; ability to manage and track training projects, knowledge of procurement procedures; Computer literacy in Microsoft Office suite. Knowledge of curriculum design and development. Professionalism. Confidence, Integrity, Diplomacy, Assertiveness, Resilience, Flexibility and zeal.
DUTIES: Manage individual and organizational training providers that deliver induction training and development programmes in national and provincial departments and collaboratively with local government. Ensure that capacity exists (recruitment of IIC’s) in client departments for the delivery of induction training interventions. Make recommendations on the quality of training material, scheduling. Train trainers who are tasked with the delivery of induction training interventions. Collaborate with curriculum design unit in the development of content. Support the M&E unit to analyse training evaluation questionnaires and recommend appropriate interventions. Identify all stakeholders involved in the delivery of induction training and keep them abreast of policy and process developments. Conduct research on...
appropriate training methodologies and advise accordingly. Conduct training learning networks with stakeholders, trainers and IICs. Manage the sub-directorate in terms of human resources and financial responsibilities.

ENQUIRIES
Ms L Lepan, (012) 441-6088
In connection with the applications kindly contact Ms Letty Raseroka, (012) 441-6626 or Mr Mpho Mugodo (012) 441-6017

POST 09/40
ADMINISTRATOR: LEANER RECORDS (REF: NSG 08/2018)
Branch: Training Management and Delivery

SALARY
(Salary level 6) commencing at R183 558 per annum plus competitive benefits cost to company.

CENTRE
Pretoria

REQUIREMENTS
An appropriate grade 12 or equivalent. 0 – 1 years’ administrative experience. Knowledge: Understanding of the public service. General knowledge of delivery of administrative / logistical support services. Familiarity with NSG’s training procedures and processes. Competencies/skills Strong organisational skills. Strong logical and analytical thinker. Strong interpersonal skills. Problem solving skills. Accuracy. Computer literacy (MS Excel, Word, PowerPoint). Possess a high level of communication and organization skills. Personal Attributes: systematic, organised, accurate, attention to detail, dynamic, independent, flexible, willingness to learn, keep up with trends, engage in relevant debates, possesses the ability to meet deadlines, honest, responsible, professional with a strong work ethic, a team player, self-driven and systematic. Ability to work with all staff and under pressure. Quality orientated, independent, client focused attitude, results driven and lots of initiative.

DUTIES
Validate the content of registration forms received, Check the completeness of assignments/POEs received from different stakeholders, Communicate with clients on the submission due dates. Communicate with clients on number of POEs received from their delegates and extensions granted on assignments submission. Capture received POE’s into the NSG TMS. Request updated information from clients. Complete and correct learner records captured on ETQA and NSG’s systems. Complete and up to date filing system maintained for all NSG training delivery data. Conduct data quality checks on captured data and provide feedback to the data capturers. Provide the necessary system generated reports to users as required. Ensure complete records are maintained for audit purposes. Support internal and external auditors. Adhere to policies and procedures to ensure completeness of revenue. Ensure complete learner records are captured on TMS for invoicing. Generate invoice requests and send to finance for processing. Prepare and submit invoicing detail to finance. Collaborate with managers and administrators in Training Logistics to ensure timely and continues flow of case files for record keeping. Maintain database for assessments received and processed by NSG. Maintain a system of complete and up to date records for all NSG assessments. Analyse reports received from Assessors and Moderators and respond to requests raised. Liaise with Contract Manager to ensure suitable assessors and moderators are utilized. Implement a rotation scheme for the utilisation of assessors and moderators. Liaise with assessors and moderators and follow up on progress made in assessment/ moderation. Attend to and resolve client requests and enquiries. Liaise with learners to ensure assignments are updated and documentation provided, Update TMS with submission details and learner results. Maintain confidential records of learner results and achievements according to set standards. Promote and implement Standards and Policies pertaining to the Assessment and Management of learner achievement. Develop and Implement a process of efficient learner records capturing. Update National database with correct learner achievements to enable external moderation. Prepare and submit reports to management, Maintain comprehensive and up to date registers of Certificates issued, Analyse reports received from assessment officers and prepare and print certificates. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators.

ENQUIRIES
Ms M Labuschagne, (012) 441-6315
In connection with the applications kindly contact Ms Letty Raseroka, (012) 441-6626 or Mr Mpho Mugodo (012) 441-6017

**POST 09/41**

**ADMINISTRATOR: TRAINING SUPPORT (REF: NSG 07/2018)**

**SALARY**

(Salary level 5) commencing at R152 862 per annum plus competitive benefits cost to company).

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate grade 12 or equivalent. 0 – 1 years’ experience in providing operational administrative support. Knowledge: Understanding of the public sector. Understand the PFMA prescripts, SAQA, NQF, PAJA and HRD trends. Organisational financial management systems. Organisational training management systems. Organisational procurement processes. Office management. Knowledge of the training cycle. An understanding of requirements of accredited training programmes. Practical knowledge of MS Office. Competencies/ skills: Basic computer literacy skills. Problem solving skills as well as the ability to provide solutions to logistical problems. Planning and organizing skills. Good client relations and interpersonal skills. Ability to advise learners on course selections. Conflict management skills. Apply basic understanding of government protocol Personal Attributes: Accurate, attention to detail, dynamic and independent, flexible, willing to learn, ability to meet deadlines, honest with a strong work ethic, responsible and reliable.

**DUTIES**

Receive and escalate queries from departmental coordinators and learners (content specific queries such as selection of courses in related training programme). Render administrative support during review meeting and updating of course material in the Stream. Training data capturing for all training courses. Draft and prepare submissions and other documents in support of the Supervisor as part of training implementation. Provide administrative and logistical support which includes amongst others for special training events and seminars (such as those hosted in collaboration with higher education institutions (HEIs), the Office of the Principal and/or Ministry). Make arrangements included but not limited to sending out invites, venues, rsvp, parking and catering; this will include close liaison with Supply Chain Management and Finance. Perform clerical duties related to training activities including, but not limited to copying, faxing, mailing (including emailing and hard copy) and filing. Post-course / training administration (including analysing REQs, FPEs, and attendance registers). Monitor submission of summative assessments / portfolios of evidence. Provide administrative support for pilot and trainer workshops (venue, catering, etc.) in liaison with Supply Chain Management and Finance. Solicit nominations for special projects, funded and mandatory training by liaising with provincial HRD coordinators and internal stakeholders. Administer and coordinate project activities related to training within the streams (such as Project Steering Committee Meetings, project status reports, project plans, Inter-Provincial Consultative Workshops, stakeholder meetings etc.) Compile, transcribe and distribute minutes of stakeholder meetings related to training (for e.g. Inter-Provincial Workshops, Lead Trainer Consultative Workshops, HEI delivery partners). Maintain records in relation to curriculum materials as prescribed. Record keeping on updated training material of the stream. Facilitate the printing and packaging of learner materials for pilots and Trainer workshops. Update and maintain the shared folder of the Directorate.

**ENQUIRIES**

Mr P Makgopela, (012) 441-6075

In connection with the applications kindly contact Ms Letty Raseroka, (012) 441-6626 or Mr Mpho Mugodo (012) 441-6017
OFFICE OF THE PUBLIC PROTECTOR

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office and residing in the respective Province the post is located. To further the objectivity of representivity within the Organisation, Women, People with Disabilities, Coloureds and Indians are encouraged to apply.

APPLICATIONS: Senior Manager: HRM & D, Public Protector South Africa, Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 Lunnun Road Hillcrest Office Park. Hillcrest, Pretoria or by email to Applications@pprotect.org

CLOSING DATE: 16 March 2018

NOTE: Applications must be accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document). 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 covering letter. The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. Applications received after the closing date will NOT be considered or accepted. Interviewed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS). All appointments will be done in terms of the Public Protector Act and a 6 month probation period which may be extended to 12 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position.

MANAGEMENT ECHELON

POST 09/42: CHIEF FINANCIAL OFFICER, REF NO: PPSA/02/2018

SALARY: R1 146 569 – R1 370 876 per annum (all-inclusive Remuneration Package).

CENTRE: Head Office, Pretoria

REQUIREMENTS: Postgraduate qualification in Financial Management or be a qualified Chartered Accountant, coupled with 8 years’ relevant experience, of which 5 years should have been at Senior Management level; Experience in, and knowledge of financial management at a strategic level – preferably in a service-orientated organisation; In-depth knowledge of functional financial management, budgeting, corporate governance; Exposure to auditing practices; Knowledge of the PFMA and Treasury Regulations, project management and change management is essential; Knowledge of the Public Service, Generally Accepted Accounting Practice (GAAP) and Generally Recognised Accounting Practice (GRAP); Computer literacy, specifically MS Excel; Knowledge of Payroll Management would be an added advantage; Good understanding and knowledge of the Public Protector’s mandate; Valid driver’s licence; Excellent communication skills (verbal and written); Report-writing skills; Ability to work under pressure and meet deadlines; Excellent interpersonal skills; Willingness to work long hours; Management ability; Ethical conduct; Ability to liaise with staff at all levels within the organisation; Accuracy; Service delivery orientated.

DUTIES: Ensure compliance with relevant legislation and regulations; Advise and guide management on annual budget and financial issues; Advise the Accounting Officer on strategic financial and corporate governance issues; Provide Management and administration to the Audit Committee; Manage the Finance and Supply Chain Management Unit; Develop, implement and maintain appropriate systems and policies; Ensure effective, efficient and economic management of financial resources and asset register for the office; Manage relationships with all stakeholders including internal and external auditors; Manage and ensure proper implementation of payroll on a monthly basis; Effectively manage all donor funds received by the office; Ensure effective risk and internal control measures within
financial management; Facilitate the submission of the office's annual budget vote and MTEF inputs.

ENQUIRIES: Mr G. Tyelela/Mr S. Maredi at Tel (012) 366-7079/7146
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 16 March 2018 at 16:00 (unless otherwise stated)

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.

OTHER POSTS

POST 09/43 : DEPUTY DIRECTOR: LAND TENURE AND ADMINISTRATION INFORMATION MANAGEMENT (REF NO: 3/2/1/2018/084)
Directorate: Land Tenure and Administration Information Management, Risk and Compliance

SALARY : R657 558 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria


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

NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 09/44: DRS SYSTEM SUPPORT CONTROLLER (REF NO: 3/2/1/2018/067)  
Office of the Registrar of Deeds

SALARY: R334 545 per annum (Level 9)  
CENTRE: Vryburg  
REQUIREMENTS: 3 year Degree or National Diploma in IT (NDP, BSc, BTech) and an appropriate technical IT qualification: A+/ N+/ MCSE/ Linux+. Technical certifications (A+, N+, MCSE) will be an added advantage. 3-5 years working experience in system support, enterprise service management and technical support. Experience in operations of hardware, software, security and controls, technology lifecycle. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Knowledge of Deeds Registration System will be an added advantage. Knowledge of technical aspects of Information and Communications Technology goods and services. Knowledge of Information Technology acts and policies. Knowledge of internal control and risk management. Knowledge of project management principles and tools. Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Managerial skills. Strong computer skills. Project management skills. Interpersonal skills. A valid driver’s licence.

DUTIES: Implement and Monitor Information System Security measures. Ensure users computers are logging on the network. Ensure users are not sharing passwords. Ensure Antivirus is installed and running. Ensure PC is receiving windows updates. Ensure security measures are met and policies are adhered. Workshop ICT Policies. Install, Configure and maintain both computers and printers (Desktop Support). Install and configure Computers and Printers. Install and support Software (Novel and MS Applications. Setup and support users E-mail accounts. PC Naming Standards. Install and support DRS. Remove all unnecessary services. Provide, monitor and manage Local Area Network (LAN) and server room. Escalate network-related calls to OCIO and make the follow up on calls logged. Monitor availability of all systems (DRS, Deeds Scan, Deeds View, Persal) and take remedial action. Monitor the process of installation of network point. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Providing ICT administration. Provide guidance and advice on IT specifications for procurement. Provide incident management reports. Provide management response to audit queries. Implement internal and external Audit Action plan.

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

NOTE: Preference would be given to African, Coloured, Indian, White Males, and Coloured and Indian Females and people with disabilities are encouraged to apply.

POST 09/45: SENIOR EXAMINER (REF NO: 3/2/1/2018/068)  
Office of the Registrar of Deeds

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

DUTIES: Prepare for second level examination. Collect, count deeds and sign distribution list. Put examiner’s name on the deeds. Ensure that first level examination duties have been performed legal compliances. Initiate correct measures where necessary. Perform second level examination of deeds and documents as required. Examine the drafting and correctness of deeds and documents. Advise conveyancers about non-compliance with practice procedures and legislations. Determine the registrability of the deeds and documents. Pass or reject deeds. Research and advice on deeds registration matters. Return deeds to distribution
for monitoring purposes. Count the deeds. Prepare deeds for submission to distribution. Submit the deeds.

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

NOTE: Preference would be given to African, Coloured, Indian, White Males, and Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply.

POST 09/46: SENIOR ADMINISTRATIVE OFFICER: (SUB-RECORDS MANAGER) (REF NO: 3/2/1/2018/081)
Office of the Registrar of Deeds

SALARY: R281 418 per annum (Level 8)
CENTRE: Kimberley

DUTIES: Overseeing recruitment and selection process. Check and analyses the recruitment plan. Facilitate the recruitment and selection process. Check the update of establishment/organogram and EE stats. Administering labour relations. Facilitate completion of progressive discipline forms. Provide support to disciplinary hearings, conciliations and arbitrations. Provide advice on labour relations matters in consultation with supervisor. Compiles and submit statistics. Overseeing administration of Service Benefits. Facilitate implementation of the office leave plan and provide guidance. Check completeness of leave forms and approve / disapprove leave on Persal. Supervise the recording of leave and provide advice. Conduct leave audit and submit report. Overseer the administration of housing/rental benefits. Verify the termination of service documentation for compliance and completeness. Overseeing employee performance and development process. Compile office EPMS implementation plan, facilitate compliance and submit report. Perform quality assurance on PAs, PRDs, PADs and provide report. Compile training plan. Facilitate DAC and MC meetings and submit minutes. Check/prepare letters of outcome and submit for signature and distribution. Compile DAC and MC summary reports and submit to supervisor. Monitor submission of probation reports. Oversee records management. Supervise the administration of incoming and outgoing mail. Manage opening, closing and maintenance of files. Oversee the capturing and updating of records schedules. Supervise allocation, retrieval and filing of correspondence. Compile memorandum for disposal of records. Inspect and sign-off the registers with regards to the utilisation of the fax, photocopy and franking machine. Managing subordinates. Discuss and sign PA. Identify and/or analyse training needs and update the PDP. Conduct PRD, PAD. Conduct person-to-person training and complete training schedule. Nominate subordinates for training courses. Manage performance and development of the team.

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

NOTE: Preference would be given to African, Indian, White Males, and people with disabilities. However non designated group are also encouraged to apply.

POST 09/47: JUNIOR EXAMINER (2 POSTS) (REF NO: 3/2/1/2018/082)
Office of the Registrar of Deeds

SALARY: R226 611 per annum (Level 7)
CENTRE: Mpumalanga

DUTIES: Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner’s name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all the interdicts. Calculate fees. Link batches and do pencil linking. Check and interpret sectional and township files. Check general plans / diagrams to ensure that applicable conditions / servitudes are brought forward. Update acts, manuals and circulars. Perform first level examination of deeds and documents. Examine deeds and documents. Raise applicable notes by referring to relevant authority. Check for compliance of notes on re-lodged deeds and remove notes if complied with. Link all documents. Return deeds to distribution for next level examination. Count the deeds. Submit all the deeds to distribution room.

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

NOTE: Preference would be given to African, Coloured, Indian, White Males, and Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
POST 09/49  :  CHIEF DEEDS REGISTRATION CLERK: ARCHIVING (REF NO: 3/2/1/2018/083)  
Office of the Registrar of Deeds  
SALARY  
R183 558 per annum (Level 6)  
CENTRE  
Mpumalanga  
REQUIREMENTS  
Grade 12 Certificate or equivalent. 2 Years appropriate Deeds Registry/administrative experience. Knowledge of Records Management. Ability to identify, classify and record a large variety of official documents. Filing skills. Archiving skills. Communication skills (verbal and written). Computer literacy. Problem Solving. Liaisons skills. Interpersonal skills. The ability to work well under pressure and changing priorities.  
DUTIES  
Scan of Deeds and Documents. Scan deeds daily. Film deeds daily. Develop films when spool finished. Verification of Deeds. Verify deeds and documents according to hard copies provided. Archive the images. Open new files daily. File correspondence daily. Transfer of files between subdivisions and divisions when required. File copies daily. Packing of files on shelves. Sort all documents according to the prescripts of the National Archives Act. Assist with the preparation and listing of files and registers for destruction and transfer according to the National Archives Act.  
APPLICATIONS  
The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above  
http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx  
NOTE  
Preference would be given to African and White Males, and Coloured and White Females and people with disabilities. However non designated group are also encouraged to apply  

POST 09/50  :  CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION  
(REF NO: 3/2/1/2018/070)  
Office of the Registrar of Deeds  
SALARY  
R183 558 per annum (Level 6)  
CENTRE  
Pietermaritzburg  
REQUIREMENTS  
Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.  
DUTIES  
Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.  
APPLICATIONS  
The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above  
http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx  
NOTE  
Preference would be given to African, Coloured, Indian, and White Males, and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.
POST 09/51

CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION
(REF NO: 3/2/1/2018/077)

SALARY
R183 558 per annum (Level 6)

CENTRE
Office Of The Registrar Of Deeds: Kimberley

REQUIREMENTS
Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

DUTIES
Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

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

NOTE
Preference would be given to African, Coloured and Indian Male, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

POST 09/52

CHIEF DEEDS REGISTRATION CLERK: DATA (REF NO: 3/2/1/2018/076)
Office of the Registrar of Deeds

SALARY
R183 558 per annum (Level 6)

CENTRE
Kimberley

REQUIREMENTS

DUTIES

APPLICATIONS
The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
NOTE: Preference would be given to African, Coloured and Indian Male, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

POST 09/53: CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS (3 POSTS)  
(REF NO: 3/2/1/2018/072)  
Office of the Registrar of Deeds

SALARY: R183 558 per annum (Level 6)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 Certificate. 2 years appropriate Deeds Registry/Administrative experience. Knowledge of Deeds office functions will be an added advantage. Ability to work well under pressure. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work well under pressure. Drivers’ Licence.

DUTIES: Provide deeds information. Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Administer the deeds tracking system. Update Document Tracking System (DOTS) when new module is required. Link barcode to the name of the person and property on the deeds as per request. Assist Land Right with Legislation monthly and as when requested. Ensure that the Deeds Tracking System can handle all legislation by maintaining the system. Ensure consistency of DRS data at all time. Allocate barcode to account holders. Make sure that there barcodes are allocated accordingly. Keep record of all allocated barcodes. Check if there are no duplications.

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

NOTE: Preference would be given to Indian and White Males, and African and White Females and people with disabilities. However non designated group are also encouraged to apply.

CLOSING DATE: 16 March 2018 at 16:00

POST 09/54: HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/073)  
Office of the Chief Registrar of Deeds

SALARY: R152 862 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: A grade 12 Certificate. No experience required. Candidates with HR internship experience will have an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Public Service Regulations as amended. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal and communication skills. Working under pressure. Meeting deadlines.


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

NOTE : Preference would be given to Coloured, Indian, and White Males, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

POST 09/55 : HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/074)
Office of the Registrar of Deeds

SALARY : R152 862 per annum (Level 5)
CENTRE : Johannesburg
REQUIREMENTS : A grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal skills and communication skills. Working under pressure. Meeting deadlines.

DUTIES : Implement human resources administration practices. Recruitment and Selection (Advertisements, appointments, transfer, verification of qualifications, secretarial functions at interviews, absorptions, probationary periods, etc.). Implement conditions of services (Leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.). Performance management. Termination of services (indicate the steps). Address human resources administration enquiries.

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

NOTE : Preference would be given to Indian and White Males, and African, and White Females and people with disabilities. However non designated group are also encouraged to apply.

POST 09/56 : Provisioning Clerk (REF NO: 3/2/1/2018/075)
Office of the Registrar of Deeds

SALARY : R152 862 per annum (Level 5)
CENTRE : Johannesburg
REQUIREMENTS : A Grade 12 certificate. No experience required. Knowledge of Public Finance Management Act (PFMA), Knowledge of PPPFA, Knowledge of BBBEE, Knowledge of Treasury Regulations. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer Literacy skills. Communications skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.

DUTIES : Render assets management clerical support. Compile and maintain records (e.g. asset records/ database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify assets register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Accpac or similar system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render Logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

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

**NOTE:** Preference would be given to Indian and White Males, and African, and White Females and people with disabilities. However non designated group are also encouraged to apply.
ANNEXURE K

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 16 March 2018
NOTE : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your

MANAGEMENT ECHELON

POST 09/57 : CHIEF DIRECTOR: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOOD AND FOOD SECURITY (REF NO: F1/A/2018)
Branch: Community Development

SALARY : R1 127 334. per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

DUTIES: Develop and review integrated Community empowerment frameworks (guidelines, policies, strategies, programmes and approaches) to facilitate the implementation of poverty alleviation and sustainable livelihoods programmes. Design and facilitate the implementation of community-based poverty alleviation, sustainable livelihoods and economical empowerment interventions. Design, develop and coordinate food and nutrition security programmes. Design programmes to capacitate community members, households, cooperatives and existing and emerging small and medium enterprises to effectively participate in the local economy value chain. Facilitate and coordinate community development research, planning and impact assessment.

ENQUIRIES: Mr P Netshipale Tel (012) 312 7662/ 7556

NOTE: In terms of the Branch’s employment equity targets, Coloured and White males and females as well as persons with disabilities are encouraged to apply.


SALARY: R1 127 334. per annum This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria


DUTIES: Manage the strategic integration of special initiatives, esp. EPWP Social Sector Plan into existing departmental and sector programmes. Manage and oversee the development of innovative mechanisms and best practices towards institutionalising of special projects in the social development sector. Provide institutional coordination, capacity building and campaigns of special programmes in the social development sector. Establish and manage the institutional mechanisms to ensure coordination and driving, aligned to the three spheres of government (IGR). Facilitate the Joint Implementation Plans with sector departments, participating institutions and partnerships. Align the departmental programmes with the government’s broader priorities and strategies.

ENQUIRIES: Ms L Oliphant Tel (012) 312 7653

NOTE: In terms of the Branch’s employment equity targets, African and Coloured males, African females and persons with disabilities are encouraged to apply.
POST 09/59 : DIRECTOR: SECTORAL PROGRAMME PLANNING AND COORDINATION
(REF NO. F1/C/2018)
Chief Directorate: Special Projects Innovation

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

CENTRE : HSRC Building, Pretoria


DUTIES : Identify and ensure the alignment of sectoral and special projects to social development sector strategic plans. Conduct strategy analysis to inform the implementation of special projects and alignment with national and departmental priorities. Coordinate the development of project plans, Programme management frameworks, guidelines and tools. Facilitate collaborations with national departments and relevant stakeholders on sectoral plans and implementation processes. Facilitate innovation, incubation and replication of best practices in the social development sector. Provide advice on resource planning requirements to support the implementation of programmes.

ENQUIRIES : Ms N Zonke Tel (012) 312 7322

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

OTHER POSTS

POST 09/60 : SOCIAL WORK SUPERVISOR GRADE I (5 POSTS) (REF: F1/E/2018)
Directorate: VEP and Prevention of Gender Based Violence (Gender Based Violence Command Centre)

SALARY : R341 322. – R395 685. per annum (Salary will commensurate with years of experience)

CENTRE : Groenkloof Forum Office Park, Pretoria

REQUIREMENTS : Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of relevant Public Service Legislation. Proficient in at least three South African languages. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. Understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Willingness to work shifts. Competencies needed: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Counselling skills Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive. Ability to compile complex reports.

DUTIES : Provide comprehensive, telephonic, one-stop client social work supervisory services with regard to the care, support, protection and development of vulnerable individuals, and families in line with social development programmes. This would include the following: Respond to escalated telephonic assessments referred by
supervisees. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically by the responsible service centers. Provide continuous support, counseling, guidance and advice to supervisees implementing recommended interventions. Monitor and evaluate the effectiveness of the recommended interventions, ensure reporting on progress and identify further/amended interventions to address the identified conditions. v) Study, interpret, apply and give guidance on legislation and policies in the identified work fields to supervisees and other role-players/stakeholders. Perform statutory functions escalated by supervisees, compile reports and other tasks emanating from these matters. Ensure that records of social work interventions, processes and outcomes are produced and maintained. Supervise and advise social workers. This would, inter alia, entail the following: Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service. Professional and general supervision of the relevant staff. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively by, inter alia, mentoring and coaching. Keep up to date with new developments in the social work field. This would entail the following: Study professional journals and publications to ensure that cognisance is taken of the latest developments Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Ms T Moloi Tel: (012) 312-7362

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

Directorate: International Relations

SALARY: R334 545 per annum

CENTRE: HSRC Building, Pretoria


DUTIES: Facilitate negotiation, processing, signing and ratification of bilateral and multilateral instruments. Strengthen and promote relations through regular contribution and active participation in bilateral and multilateral platforms. Monitor implementation of various international instruments to ensure alignment of Departmental policies to these instruments. Coordinate and facilitate department’s contribution at various multilateral bodies such as UN; BRICS; IBSA and other identified international bodies. Coordinate incoming and outgoing visits through providing professional protocol services and advice to the political leadership and officials of the Department. Conduct basic research and prepare submissions, briefing documents, status update, minutes and reports regarding the work allocated to the Directorate.

ENQUIRIES: Mr X Khumalo, Tel: 012 312 7167

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NOTE: In terms of the Directorate’s employment equity target, African females and persons with disabilities are encouraged to apply.

POST 09/62: COMMAND CENTRE QUALITY ASSURER (2 POSTS) (Ref: F1/F/2018)
Directorate: VEP and Prevention of Gender Based Violence (Gender Based Violence Command Centre)

SALARY: R334 545. per annum
CENTRE: Groenkloof Forum Office Park, Pretoria

DUTIES: Determine quality standards and procedures and ensure compliance thereof. Monitor and advise on the performance of the gender-based violence command centre services and produce reports on performance against set quality standards. Conduct surveys to assess the quality and efficiency of command center services. Monitor calls to identify customer needs and expectations. Design and review the gender-based violence command centre scorecards and advise on necessary changes to enable the call centre to achieve the required services quality. Assess and identify training needs and facilitate training interventions for call centre staff. Conduct research and keep abreast of new trends and best practice in the quality assurance field.

ENQUIRIES: Ms T Moloi Tel: (012) 312-7362
NOTE: In terms of the Chief Directorate’s employment equity target, Coloured males and females as well as persons with disabilities are encouraged to apply.

POST 09/63: SOCIAL WORKER (4 POSTS) (REF NO. F1/G/2018)
Directorate: VEP and Prevention of Gender Based Violence

SALARY: R226 686. – R516 279. per annum (Salary will commensurate with years of experience)
CENTRE: Groenkloof Forum Office Park, Pretoria

DUTIES: Render comprehensive, telephonic, one-stop client social work services with regard to the care, support, protection and development of vulnerable individuals, and families in line with social development programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Conduct telephonic assessments aimed at identifying conditions in individuals and families identify relevant interventions. Implement
referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals. Provide support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Produce and maintain records of social work interventions, processes and outcomes and statistic to analyse trends. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

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

ENQUIRIES: Ms T Moloi Tel: (012) 312-7362

POST 09/64: SOCIAL AUXILIARY WORKER (2 POSTS) REF: F1/H/2018)
Directorate: VEP and Prevention of Gender Based Violence (Gender Based Violence Command Centre)

SALARY: R130 434. – R233 487. per annum (Salary will commensurate with years of experience)

CENTRE: Groenbloow Forum Office Park, Pretoria

REQUIREMENTS: Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. Basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Understanding of the purpose of social auxiliary work and the role and functions of a social worker within the South African context. Knowledge of values and principles contained in the Bill of Rights and the social work profession’s Code of Ethics in service delivery as a social auxiliary worker. Basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Basic understanding of human behaviour, relationship system and social issues. Knowledge of appropriate social auxiliary methods and techniques to address the social needs of client system as well as resources in service delivery to client systems. Willingness to work shifts. Competencies needed: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive.

DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the support to the deaf community through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from social instability in any form. This would include the following actions: Conduct interviews for assessments aimed at identifying issues of Gender Based Violence that justify relevant interventions. Provide information for the identification of appropriate interventions required to address the identified services. Assist with the development of programmes to render the recommended, relevant and appropriate interventions for the deaf community. Implement the recommended interventions by the Social Worker and providing continuous telephonic support, to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions. Produce and maintain records and data of interventions, processes and outcomes. Collate data on all telephonic support provided. Keep abreast with new developments in the disability and social work sector. This would, inter alia,
entail the following: i) Read publications and relevant documentation on disability sector in order to ensure that cognisance are taken of new developments. ii) Attend meetings, workshops, symposia, conferences and any other relevant development activities to take cognizance of the latest developments in the relevant disability sector. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES: Ms T Moloi Tel: (012) 312-7362
NOTE: In terms of the Chief Directorate’s employment equity target, Coloured, Indian, White males and females as well as persons with disabilities are encouraged to apply.
DEPARTMENT OF TOURISM

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

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

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

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

OTHER POST

POST 09/65: LEGAL ADMINISTRATION OFFICER (NDT 02/2018)

SALARY: R202 632 per annum (total package R300 661) based on Occupational Specific Dispensation

CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for the following key functions: Administrate legal advice/ Opinions in the Department, Conduct research on policy, legislations and legal principles. Provide recommendation and conclusion within legal precepts. Policy and Legal development. Appear in court and provide evidence on behalf of the Department. Manage litigation. Monitor the court case from the inception to its final stage. Ensure that briefings are prepared and court orders are implemented. Drafting of contract and International Agreements. Submit monthly and quarterly reports, provide inputs into the strategic planning of the Directorates, liaise with stakeholders. Draft and edit legal correspondence on all administrative enquires and conduct awareness on the legal interventions. Submit monthly and quarterly reports to the Senior Legal Administration Officer.

ENQUIRIES: Mr. N Madisha, Tel (012) 444 6314

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: Centre: Pretoria Head Office. Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Mr M Banda

Centre: Gauteng Provincial Office. Please forward your applications quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand delivered at 285 Francis Baard Street, Bothong Plaza East Building, and 15th Floor. For attention: Mr Daniel Masoga

Centre: NWRI: Central Operations Pretoria and Potchefstroom Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, Private Bag X273, Pretoria, 0001 or hand-deliver at the Department of Water and Sanitation, Praetor Forum Building, NWRI: Central Operations Unit, 1st Floor, 267 Lillian Ngoyi Street, Pretoria. For attention: Mr. L Manganyi

Centre: NWRI Central Operations Usutu Vaal (Standerton), please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver at the Department of Water and Sanitation, Office no. 1 (Admin Building), Grootdraai Dam, Standerton. For attention: Ms PN Myeni

Centre: NWRI Central Operations Upper Vaal, Vaal Dam, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X02 Deneysville, 1932 or hand deliver at the Department of Water and Sanitation, Vaal Dam, 11 McKhanzie Street, Deneysville. For attention: Mr BS Mbongo

CLOSING DATE: 16 March 2018 Time: 16H00

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and identity document. For all posts, please forward your application quoting the relevant reference number to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from the South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts.

OTHER POSTS

POST 09/66: DEPUTY DIRECTOR: INVESTIGATIONS REF NO: 160318/01

CD: Enforcement, Dir: Investigations And Prosecutions

SALARY: R779 295 per annum (all-inclusive package) (Level 12)

CENTRE: Pretoria (Head Office)

REQUIREMENTS: B Degree or equivalent qualification in Environmental Management. A Legal qualification will be an added advantage. Three (3) years managerial experience. Three (3) to (5) five years' experience in a Water Regulatory and/or environmental field. Experience in Investigations/criminal investigations in a Water Sector environment and/or environmental field. Knowledge of the following legislation: National Water Act, Water Services Act, Regulations and Public Finance Management Act. Knowledge and practical application experience of business management principles, strategic planning, resources allocation and human resources. Knowledge of Programme and Project management. Financial, change and knowledge management. Service Delivery Innovation (SDI). Excellent
problem solving skills, analysis, management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.

**DUTIES**: Develop investigation procedures to prevent unlawful activities and recover incurred losses. Identify the weakness of current control process and recommend enhancement/improvement. Collaborate investigations with appropriate business partners; such as legal services and other law enforcement agencies. Management and empowerment of people. Conduct investigation and provide support to the Regional Office and Water Management Institutions. Analyse available evidence.

**ENQUIRIES**: Ms T Mopai, Tel (012) 336 6987

**POST 09/67**: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 160318/02
CD: WR Infrastructure Operations, DIV: Operations Vaal Dam

**SALARY**: R396 375 per annum

**CENTRE**: NWRI Central Operations (Potchefstroom)

**REQUIREMENTS**: National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician. A valid Code B (08) driver’s license (Must attach certified copy). Experience in technical design and analysis. Experience in project management and computer-aided engineering applications will be advantageous. Good technical report writing and verbal communications skills. Supervisory, Presentation and Interpersonal skills. Willingness to travel regularly and the ability to work independently and overtime when required. Budget management and knowledge of PFMA. Computer literacy

**DUTIES**: Provide input in the development of infrastructure maintenance strategy. Assist in the development, implementation and reporting of the Cluster Maintenance Plan. Manage and inspect the performance of contractors in accordance with DWS specifications and standards. Assist with the Infrastructure Asset verification process in relation to the condition and placement of assets. Manage administrative and related functions including providing inputs for the budgeting process, compiling and submitting reports as required and manage, supervise and control technical and related personnel and assets.

**NOTE**: Candidates may be subjected to a practical test.

**ENQUIRIES**: Mr A.M Sayed Tel 012 - 741 7307

**POST 09/68**: CHIEF PROVISIONING ADMINISTRATION CLERK: SCM REF NO: 160318/03
CD: WR Infrastructure Operations and Maintenance, SD: SCM

**SALARY**: R226,611 per annum (Level 07)

**CENTRE**: NWRI: Central Operations, Pretoria

**REQUIREMENTS**: A National Senior Certificate. Three (3) to five (5) years relevant experience in the field of Supply Chain Management. Computer literacy. Knowledge of SAP and supervisory skills will serve as an advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge and experience in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver’s licence. Candidates applying for this position should be willing to travel nationwide.

**DUTIES**: Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures including Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries regarding SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition document. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contract. Implement control to ensure that where contract does not exist, the price quotation or bidding process
of ordering are applied. Check and maintain goods register. Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Check, place and verify orders and deliveries for goods receipt. Perform stock taking. Perform goods receipts (GRV) on SAP.

ENQUIRIES: Mr Senthumule Mphateng, Tel. (012) 741 7318

POST 09/69: CHIEF ADMINISTRATION CLERK (SCM) REF NO: 160318/04
CD: WR Infrastructure Operations and Maintenance, DIV: Admin Support

SALARY: R226 611 per annum (Level 7)
CENTRE: WRI Central Operations Usutu Vaal (Standerton)
REQUIREMENT: A National Senior Certificate. Three (3) to five (5) years’ experience in Supply Chain Management (Store Warehouse). Knowledge of SAP, PFMA, National Treasury Regulation, SCM, PPPF, BBBEE and other procurement policies and procedures. Computer Literacy (word, Excel and Outlook). Good written and verbal communication skills. Self-driven and ability to work under pressure and as a team. Innovative and ability to analyse problems. A valid driver’s licence. Supervisory skills and knowledge of PMDS.

DUTIES: Key performance Areas: Manage the inventory purchasing process, replenishment, stock levels and other warehouse functions. Regular update of the bin cards. Conduct quarterly report and year end stock taking, report any losses and compilation of reports. Advice Departmental bid committees of SCM matters. Assist with internal queries and Audit queries. Handle internal and external clients complains and customer relationship. Evaluate work performance of the subordinates and provide on-the-job training.

ENQUIRIES: Mr JP Manyaka, Tel No. (017) 712 9400

POST 09/70: ADMINISTRATIVE CLERK REF NO: 160318/05
CD: WR Infrastructure Operations and Maintenance, Sec: Admin Support

SALARY: R152 862 per annum (Level 5)
CENTRE: NWRI Central Operations Upper Vaal: Vaal dam
REQUIREMENTS: A Senior Certificate. Exposure to HRM, Fleet Management and Registry procedures, Processes and applicable prescripts and Acts. Skills: Computer literacy, Telephone etiquette, Good interpersonal relations, Ability to work under-pressure, Communication skills (Verbal & Written), Customer care attitude.

DUTIES: Capturing of leave on PERSAL, Handling of leave register, postage stamps register and remittance register. Receive and register incoming and outgoing mail daily, maintain files as well as tracing of documents. Making photocopies, sending faxes, drawing of files and filing of correspondence, safe guarding of documents, Sorting of all incoming mail to relevant sections. Manage and give support to the area office’s travel booking requests (flights, accommodations, and conference and car rentals). Manage and ensure administration of mobile communications (cellphones and 3Gs). Assist with administering of fleet. Maintain informative and accurate databases of key accounts. Distribute circulars memoranda or other documentation as instructed and dealing with all relevant enquiries.

ENQUIRIES: Mr PJ Bredenhann, Tel No: 016 3713020

POST 09/71: SECRETARY X 2 POSTS REF NO: 160318/06
CD: Water Resources Infrastructure Development Directorates: Capital Projects and Infrastructure Implementation Planning

SALARY: R152 862 per annum, (Level 05)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years’ experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and
customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

**DUTIES**

Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

**ENQUIRIES**

Ms P Moodley, Tel no. (012) 336 6929 Ms Z Mvusi, Tel no. (012) 336 8439

**POST 09/72**

REGISTRY CLERK REF NO: 160318/07

SD: Corporate Management, DIV: Registry

**SALARY**

R152 862 per annum, (Level 05)

**CENTRE**

Gauteng Provincial Office

**REQUIREMENT**


**DUTIES**

Ensure that records are safe and filed in a proper and correct manner. Attend to the incoming and outgoing paper and electronic correspondence including faxes. Control, maintain and apply the filing system, the master list archives, registry, procedures and practice. Serve as a messenger for the provincial office. Ensure that the correspondence is conducted on correct file as well as protected and mail timeously posted/dispatched. Assist with the receipt, opening, sorting, distribution and dispatch of mail, open and label files. Provide prompt service to staff and timely dispatch of correspondence, provide reference and search assistance to staff with regard to requests, requiring acknowledge of coding and cross referencing both on paper and electronic. Attending to documents and correspondence received and dispatched. Making follow ups on files requested by staff members.

**ENQUIRIES**

Mr PS Nevhorwa, Tel No. (012) 392 1324
DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Mr Joseph Mahlangu

CLOSING DATE: 16 March 2018 at 16h00

NOTES: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s).

OTHER POST

POST 09/73: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF: DOW/001/2018)

SALARY: R334 545 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: Appropriate National Diploma in Human Resource Management or relevant NQF 6 qualification; minimum of five (5) years practical experience in the field of Human Resource Administration, particularly conditions of service and recruitment and selection processes, of which three (3) years were at supervisory level. Extensive knowledge of the PERSAL system. Sound knowledge on Public Service Act, Public Service Regulation, BCEA, SMS Handbook, public service policies and procedures related to conditions of service and recruitment and selection, related public service compliance requirements. Must be computer literate, particularly with the MS Office suite. Applicant must possess the following skills: good written and verbal communication, interpersonal relations, problem solving and analytical; attention to details and ability to work effectively under pressure.

DUTIES: The successful candidate will be responsible for the administration of recruitment and selection processes, condition of service and employee benefits. Coordinate and monitor the implementation of policies and procedures relating to human resource administration. Manage leave administration, pension matters, GEHS, medical assistance, IOD, PILIR, long service recognition, resettlement. Coordinate the administration of employee utilisation, appointment, transfer and promotion. Assist SMS/MMS members with salary package structures. Administer overtime, stand-by, acting and ministerial allowances. Supervise staff and manage their performance according to the Performance Management and Development System.

ENQUIRIES: Mr Joseph Mahlangu (012 359 0238)
ANNEXURE O

PROVINCIAL ADMINISTRATION: EASTERN CAPE
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: 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 Mkwaiy Building, King Williams

CLOSING DATE
16 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 TECHNICAL

POST 09/74
CHIEF FINANCIAL OFFICER: REF NO: DSRAC 01/02/2018

SALARY
R1 127 334 per annum (Level 14)

CENTRE
King Williams Town

REQUIREMENTS
Formal Qualifications: A Post Graduate Qualification at NQF Level 8 in Finance / Auditing / Accounting. Eight (8) years’ experience in an accounting environment, of which a minimum of five (5) years’ experience must be in the immediate lower position (i.e. Senior Manager Level). A Certified Chartered Accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc. coupled with extensive Public Sector Financial Management experience will be an added advantage. Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, advanced technological skills (expert on the use of Microsoft Applications). A clear understanding of the PFMA, Treasury Regulations, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment. A valid driving licence.

DUTIES
In support to the Accounting Officer, the incumbent will act and assume duties as the Chief Financial Officer of the Department. Developing and executing a financial and business support strategy, implement the Financial Management Plan of the Department based on the mandate of the Department and in line with the requirements of the Public Finance Management Act. Exercise managerial
oversight in the formulation and implementation of the Department’s corporate financial governance programme. Provide leadership and sustainable operational management of the Department’s Finance function. Ensure that Finance function performs effectively and optimally with regards to the Department’s requirements for stakeholder relations management. Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions. Contribute as part of the Executive Management collective to the accountability for performance of the Department. Ensure that the Department’s financial management programmes and models meet all statutory and relevant corporate governance conventions and standards. Implement budgetary controls and effective internal control systems in the accounting and reporting cycles. Implement Supply Chain and Asset Management systems.

ENQUIRIES: Ms N Bodlani 043 492 0280/ 072 8833 625

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: forward application to the following District: Provincial Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605

FOR THE ATTENTION: Mr. Mapuza

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

OTHER POST

POST 09/75: DATA CAPTURER: NPO (REF DSD 01/02/2018)

SALARY: Package: R152 862 (Level 5)

CENTRE: Provincial Office.

REQUIREMENTS: Senior Certificate/ Grade 12/ equivalent qualification. Computer Literacy. Experience in working with Non- Profit Organisations (NPOs) or NPO Management Unit. Competencies Comprehensive understanding of the NPO Sector. Type letters and memorandums. Handle general administration. Monitor ability to interact with the Sector at all service delivery areas of the Department. Ability to work independently. Ability to work in a team
DUTIES: Key Performance Areas: Type letters and memorandums for the sub-directorate. Monitor the flow of documents within the sub-directorate and the Department. Perform administrative duties. Assist in coordination and facilitation of consultative sessions on NPO Monitoring, reporting & Evaluation activities. Consolidate Provincial Monitoring Reports and responsible for admin support to M&U unit.

ENQUIRIES: can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.
PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability.

MANAGEMENT ECHelon

POST 09/76 : SENIOR MANAGER MEDICAL PHYSICIST (PHYSICIST) REFS: 002634
Directorate: Medical Physics Department

SALARY : R948 174. per annum (ALL –inclusive package).
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12 certificate. Proof of registration with HPCSA as a Medical Physicist. M. Sc/PhD Medical Physicist with at least 10 year experience in Clinical/Medical Physics of which 5 years should be in a middle management position. Good knowledge of IMRT and Stereotactic Radiotherapy. Advanced knowledge of equipment and specifications. Previous research experience will be an added advantage. Excellent communication skills. Good interpersonal skills. Excellent health record. Problem solving skills and initiative are very important. Experience in staff management and administration.

DUTIES : Overall management of the Medical Physics department. Responsible for management of the Medical Physics services and radiation safety programmes in Radiation Oncology, Nuclear Medicine and Radiology. Writing equipment specifications appropriate for service delivery objectives in Radiation Oncology, Radiology and Nuclear Medicine. Coordination, accreditation and supervision of the medical Physics academic education and internship programme. Participation in Registrar and student radiation therapy teaching and research in line with the Department aims. Participation in SBAH management, equipment and maintenance committees. Responsible for the management of medical physics staffing including scheduling, recruitment, interviewing and performance management and appraisal.

ENQUIRIES : DR. M. Mofokeng Tel: 011 488 4800
APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za.
NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 16 March 2018

OTHER POSTS

POST 09/77 : MEDICAL OFFICER GRADE 1-3 (1 POST) REF: FERH01/ MO2018
Directorate: Radiology

SALARY : Grade 1: R736 425 – R793 341 per annum (All- inclusive package)
Grade 2: R842 028 – R920 703 per annum (All- inclusive package)
Grade 3: R977 199 – R1 221 723 per annum (All- inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : MBCHB qualifications. Registration as an independent medical practitioner with HPCSA. Recommendation: Experience in Radiology as Medical Officer strongly recommended with time spent in a recognised radiology circuit.

DUTIES : successful candidate will be responsible for the rendering of clinical services, which include after-hours work including on sight calls (weekdays and weekends) Participate in departmental activities in relation to maintaining clinical standards and management of daily lists. Daily lists include: - Rotation in CT scanner department doing reports, managing the lists, liaising with clinicians, being able to make independent decisions with minimal supervision. Knowledge of doing
ultrasound independently. Assisting the sonographers on complicated cases where a doctor’s opinion is needed. Fluoroscopy knowledge is essential. Reporting of plain films and assisting junior doctors and interns in trauma radiology.

ENQUIRIES
Dr. Mthunzi, Tel. No: 011 812 8546

NOTE
Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications not older than 3 months to be attached. A curriculum vitae with detailed description of duties and names of two referees from senior colleagues preferable from Radiology. 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.

APPLICATIONS
should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs.

CLOSING DATE
16 March 2018

POST 09/78
REGISTRAR REF NO: HRM 17/2018
Directorate: Cardio Thoracic Surgery Department

SALARY
R736 426. per annum (all inclusive)

CENTRE
Steve Biko Academic Hospital

REQUIREMENTS
MBCHB or equivalent. A valid registration with the HPCSA as an independent medical practitioner. In possession of College Primary. Other Skills: Customer service, experience in client liaison and telephone etiquette as well as excellent communication skills verbally and writing.

DUTIES
The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The service aspects includes ensuring correct surgical treatment of patients. The academic program will include patient case presentation, subject discussions and attendance of the graduate programmes. The academic and training requirements including passing primary and intermediate exams of University of Pretoria or College or Cardio Thoracic Surgeons, final exit exams of the College and a research dissertation for University of Pretoria MMed(Thorax).

ENQUIRIES
Prof DJ du Plessis (012) 354 1506

APPLICATIONS
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE
16 March 2018

POST 09/79
DEPUTY DIRECTOR: ASSET MANAGEMENT: REF NO: 002648
Directorate: Supply Chain Management

SALARY
R657 558. per annum (All Inclusive)

CENTRE
Dr. George Mukhari Academic Hospital

REQUIREMENTS
National Diploma/ Degree relevant experience in finance or Supply Chain Management. Minimum ten (10) years relevant experience in finance or Supply Chain Management with five (5) years managerial (at Assistant Director Level) experience. Ability to liaise at all management levels. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management policies and procedures relating to asset management. Advanced computer literacy in MS office packages (Ms Word, Ms Excel and Ms PowerPoint). Presentation skills. Good communications Skills and Interpersonal Relations. A
Valid Driver’s License. Competencies: The applicant must have good communication (Both verbal and written) and strong relations. Ability to interact with all levels of management and both internal (end-users) and external stakeholders. Must have the ability to work under pressure and be a creative thinker. Have project and financial management skills. Report writing and time management skills. Must be able to work independently.

**DUTIES**

Plan and supervise the asset verification against the asset register and financial statement. Ensure the implementation of the asset management policy and strategy. Supervise the implementation of the asset acquisition, maintenance and disposal plan within the institution. Supervise the barcode tagging movement and disposal of assets in the institution. Maintain a comprehensive asset management registers. Ensure the preparation of monthly reconciliation of the asset register, Annual Statement (AFS) and ledger. Liaise with the budget controller to ensure adherence to budget requirement and proper budgeting in line with life-cycle planning and asset management strategy of the institution. Supervise the acquisition losses and disposal of assets in the institution and prepare recommendations for disposal of redundant with the assets. Ensure effective management of assets within the institution according to the asset management policies and procedures. Ensure that officials within the asset management function are sufficiently trained on asset management systems, process, procedures and policies. Manage staff development plans against the achievements of the departmental objectives.

**ENQUIRIES**

Mr. DV Mokoena 012 529 3770/3487

**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**

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**

16 March 2018

**POST 09/80**

DEPUTY DIRECTOR: REF NO: 002649

Directorate: Finance

**SALARY**

R657 558. per annum (All inclusive)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

A minimum of a three year Bachelor’s Degree/National Diploma in commerce/accounting with three years managerial experience (Assistant Director) or grade 12 with 15 years’ experience in public finance field of which 5 years must be experience in a Financial Management position (Assistant Director). Candidates must have knowledge in advanced utilization of spreadsheet (Excel) and MS Word, public service and regulatory prescripts (PFMA, Treasury Regulations and DORA) and ability in managing financial activities within the public sector. Good Report writing, analytical and communication skills in all levels of the organisation are required. The candidate must be able to manage and lead a diverse team and work under pressure. Candidates with proven knowledge of BAS and SAP/SRM will enjoy preference and documentary proof should be attached.

**DUTIES**

Develop and implement operational plan of the hospital financial management and accounting unit in line with Gauteng Department of Health Financial Management and Accounting strategy. Compile the hospital Medium Term Expenditure Framework (MTEF). Ensure appropriate allocation of the hospital approved budget per Standard Chart of Accounts (SCOA). Ensure that expenditure is incurred and appropriately accounted for against the allocated budget. Ensure prompt payment of hospital creditors. Ensure effective management of the hospital control accounts (suspense accounts). Implement expenditure and budget internal control systems. Identify risks and develop appropriate risks management action plan. Provide financial management support in the development and maintenance of cost centres. Ensure effective and efficient performance of all officials within the hospital financial management and accounting unit. Provide operational leadership within the hospital financial management and accounting unit. Improve and maintain effective and efficient budget and expenditure in Year Monitoring (IYM) system. Compile all monthly and quarterly budget and expenditure reports as
required by departmental Accounting Officer (Head of Department). Compile appropriate responses and action plans regarding internal and external audits findings. Provide appropriate support to Director: Finance. Participate in all relevant hospital and departmental management service delivery structures. Communicate appropriately with hospital internal and external customers regarding financial management and accounting activities.

ENQUIRIES: Mr. Napo MJ, Tel (012) 560 0773
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: 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: 16 March 2018

POST 09/81: DEPUTY DIRECTOR: HEALTH INFORMATION MANAGEMENT: REF NO: 002650
Directorate: Information Communication and Technology

SALARY: R657 558. Per annum
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 with a National Diploma /Degree with a minimum of ten (10)_years' experience in Information Management of which 6 years must be in Health Information Management and 3 years at a managerial level. Knowledge of relevant policies, regulations and procedures (Health Act, PFMA, DORA,LRA) and wide Knowledge of the Health Sector, information management and a valid driver’s license. Competencies: Leadership qualities and strong interpersonal skills with good knowledge in computer skills (MS Word, MS Excel and MS PowerPoint). Hospital Information Management, Health Information systems as well as Health background. Good communication skills (Verbal and written). Sound Numeric and financial management skills. Experience in using District Health Information Systems Software (DHISS). Knowledge and experience of Health and Hospital Indicators. Ability to work under pressure. Research, statistical analysis, system design and development.

DUTIES: Responsible for managing National Grants Information Information Sub-directions (i.e NTSG, HPTD, HIV AND AIDS). Ensure the safe storage and confidentiality of data. Coordinates and support the timeous submission of quality data. Compile statistics and reports of the institution and make submission to Senior Management, CEO and Head Office within the set deadline. Set up and monitor Hospital indicators to determine the demographical trends and Information Management of any changes. Develop a system for analysing, evaluating and interpreting minimum data set and CEO report for Senior Manager (EXCO) and Management team (MANCO). Attend to internal and external patient and information queries. Write reports for Management as and when required. Management of staff performance performance and assessment within the information management unit. Support DGMAH Health Information Management Committee in line with the budget policy. Render strategic leadership and form part of the MANCO and Budget Committees Conduct workshops and training on the use of information for planning decision making. Knowledge and understanding of Promotion of Access to Information ( PAIA), Division of revenue Act ( DORA) and the Public Finance Management Act. Analyse performance report and submit performance evaluation reports. Compile the Hospital annual and quarterly report. Implement systems to improve audit readiness by collating sound evidence for directorate performace.

ENQUIRIES: Mr. A Malapane, Tel (012) 529 3687
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: 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: 16 March 2018
POST 09/82: CLINICAL PSYCHOLOGY REF NO: TRH 03/2018
Directorate: Allied

SALARY:
Grade 1: R633 702. per annum (inclusive Salary Package)
Grade 2: R746 466. per annum (inclusive Salary Package)
Grade 3: R866 310. per annum (inclusive Salary Package)

CENTRE: Tshwane Rehabilitation Hospital

REQUIREMENTS:
Masters degree in Clinical Psychology, registration with HPCSA as a Clinical Psychologist and annual proof of payment. Experience in rehabilitation of persons living with disabilities and fluency in any ethnical language will be an added advantage. The candidate should have the ability to work with the clinical team using patient centred, goal orientated and interdisciplinary approach. Willing to participate in various committees to assist the institution to achieve its objective e.g. PILIR. Participate in health awareness campaigns and staff in-service training. Ability: Computer literacy, good interpersonal and communication skills.

Experience:
Grade 1: Have completed community service as a Clinical Psychologist, carry out delegated duties. Grade 2: A minimum of 10 years appropriate experience in Clinical Psychology after registration with HPCSA is required. Supervise junior staff members in the department; carry out administrative and delegated duties. Grade 3: A minimum of 20 years appropriate experience in Clinical Psychology after registration with HPCSA is required. To manage the human and financial resources allocated in the department.

DUTIES:
To provide quality and sustainable psychological services according to Standard outlined by the HPCSA. Implement psychology care management activities according to the Standard of practice and scope of practice and act upon breaches of law relating to practice standards and professional code of conduct. Good understanding and knowledge of ethical practice within the profession in order to guide the clinical team. Implement a comprehensive clinical psychology plan for the promotion of health self-care, treatment and rehabilitation of patients. Administer treatment planning accordance with prescribed norms and standard guideline and treat condition of patient and prescribed to promote the profession of clinical psychology, by providing information patient and caretakers, at all times. Reporting and communicating on the continuity of care interdisciplinary team. Provide mentorship and guidance to community service and student therapist. Conduct complete, diagnostic assessments and treatment on all patients referred. Make appropriate referrals when necessary. Adhere to record keeping standards and keep accurate statistic. Develop own skills and knowledge on continuing basis by identifying and attending relevant courses, workshops, work Groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele Principles, Patient Rights etc.

ENQUIRIES: Ms K Ngubeni, Tel. No: (012) 354 – 6125
APPLICATIONS: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE: 16 March 2018

POST 09/83: PHARMACIST GRADE 1 REF: CCRC PHARM 02/01
Directorate: Pharmacy

SALARY: R615 945 Per Annum (all-inclusive package)

CENTRE: Cullinan Care and Rehabilitation Centre

REQUIREMENTS:
Grade 12. B.Pharm qualification. Registration with SA Pharmacy Council as a Pharmacist. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counselling skills, research, development and statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.
**DUTIES**

Dispensing of medicines according to GPP standards as set out by the SAPC. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements and avoid wasteful and fruitless expenditure. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele Principles. Be a team player.

**ENQUIRIES**

Mr. JJ Ngcobo Tel No: (012) 734 7050

**APPLICATIONS**

Applications must be submitted to: Cullinan Care and Rehabilitation Centre, Human Resource Department, Private Bag X1005, Cullinan, 1000. Hand Delivery at Cullinan Care and Rehabilitation Centre Security Gate

**NOTE**

Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date 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**

16 March 2018.

**POST 09/84**

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<tr>
<th>PHARMACIST GRADE 1-3 REF NO: EHD2018/02/08</th>
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<td>Directorate: Pharmaceutical Services</td>
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**SALARY**

Grade 1 R615 945. – 653 742. per annum (inclusive package)
Grade 2 R673 494. – 714 819. per annum (inclusive package)
Grade 3 R736 425. – 781 611. per annum (inclusive package)

**CENTRE**

Ekurhuleni Health District (Germiston Depot)

**REQUIREMENTS**

Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with the SAPC as a Pharmacist. Experience in Government will be an advantage and must have Procurement background. Driver’s licence is essential.

**DUTIES**


**ENQUIRIES**

Ms T. Burisch, Tel No: (011) 878 8550

**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. NB: No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 16 March 2018

**POST 09/85** : ASSISTANT MANAGER NURSING REF NO: WOHC/05/2018

**Directorate:** Nursing Department

**SALARY** : R499 953. per annum

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. At least 3 years of the period referred to above must have experience at management level. Additional qualification in management will be an added advantage and the experience in the surgical ward.

**DUTIES** : Supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant and accurate information on health. Participate in the analysis, formulation and implementation of nursing guidelines, practice, standard and procedures. Manage human, financial and physical resource including risk management.

**ENQUIRIES** : Mr. PF Monama (011) 481 2099

**APPLICATIONS** : must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed/E-mailed applications will be accepted.

**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 SANC. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 16 March 2018

**POST 09/86** : OPERATIONAL MANAGER (SPECIALTY UNIT) - REF NO: HRM 03/2018

**Directorate:** Nursing Services

**SALARY** : R499 953. per annum (Plus Benefits)

**CENTRE** : Sterkfontein Hospital

**REQUIREMENTS** : Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Sound interpersonal, good communication and leadership skills. Knowledge of Mental Health Care Act, PFMA AND other Public Sector Regulations and legislative framework. Be computer literate. Have a valid driver’s license.

**DUTIES** : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development, uphold the nursing strategy & compile reports.

**ENQUIRIES** : Ms. M. Sono Tel. No: (011) 951-8202

**APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications NB: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 16 march 2018
POST 09/87 : QUALITY AND RISK MANAGER REF NO: TRH 04/2018
Directorate: Clinical

SALARY : Grade 1: R394 665 per annum (plus benefits)
Grade 2: R457 527 per annum (plus benefits)

CENTRE : callinan

REQUIREMENTS : Relevant Qualification as a Health Professional and registration with the appropriate statutory Health Professional Council. A minimum of 10 years appropriate experience as a Health Professional post Community Service. A least 3 years recognisable experience in Quality Assurance and Risk Management. Code 8 Drivers Licence, must be computer literate, have strong writing, communication and verbal skills. Excellent interpersonal skills and ability to coordinate the interdisciplinary team members. Knowledge of relevant prescripts in Health and public Sector.

DUTIES : Develop, maintain and coordinate Quality and Risk management activities in the institution as per relevant policies, prescripts and legislation. Lead the Quality Assurance and Risk management committees. Develop and implement the hospital’s Quality assurance and Risk management annual plans, relevant reports and standard operating procedures in line with Quality and Risk Management Policies. Implement Quality priorities and ensure quality care is developed and maintained within the institution at all times. Ensure compliance to National Core Standards as required by the Office of Health standards compliance by regular quality assessments, monitoring and implementation of quality improvement plans. Compilation, submission and monitoring of various quality reports will be required. Ensure monitoring, evaluation, and reporting of enterprise wide risks and incidences within the institution as per policy and prescripts of Risk Management. Coordinate compile the Risk Register, monthly AG consolidated action plans and relevant audits assessments.

ENQUIRIES : Ms FK Mokgokong, Tel. No: (012) 354 – 6745
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
CLOSING DATE : 16 March 2018
POST 09/88 : EMPLOYEE HEALTH AND WELLNESS PROGRAMME CO-ORDINATOR - REF NO: HRM 02/2018
Directorate: nursing services

SALARY : R394 665. per annum (Plus Benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : Diploma in Nursing (R425 or equivalent) / B-Tech / National Diploma in Occupational Health Nursing Science and Knowledge of EAP / EWP. Proof of registration with Professional Regulatory Body. A minimum of seven years' experience as a Health Professional, three years of the period above must be in the implementation of Health and Wellness Programmes; EAP, HIV AIDS, STI & TB, OHS. Computer literacy and valid driver’s licence. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organising, planning, presentation and facilitation skills. Counselling, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

DUTIES : Provide operational and effective management of the integrated Employee Health and Wellness Program which include the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of
lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health Services to employees that will promote, protect and restore employee’s health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic’s and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required. 

ENQUIRIES : Ms. M. Sono, Tel. No: (011) 951-8202
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 16 March 2018
POST 09/89 : OPERATIONAL MANAGER (GENERAL) – REF NO: HRM 04/2018
Directorate: Nursing Services

SALARY : R394 665. per annum (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Basic Qualification Diploma/degree (R425) in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognized experience in nursing after registration as a Professional Nurse with SANC in Nursing. At least five years of the period above must be appropriate/recognized experience in psychiatry. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations. Current registration with SANC. Sound interpersonal, good communication and leadership skills. Computer literacy and a valid driver’s license.
DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development, uphold the nursing strategy & compile reports.

ENQUIRIES : Ms. M. Sono, Tel. No: (011) 951-8202
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 16 March 2018
POST 09/90 : QUALITY AND RISK MANAGER REF NO: TRH 04/2018
Directorate: Clinical

SALARY : Grade 1: R 394 665 per annum (plus benefits)
Grade 2: R 457 527 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Relevant Qualification as a Health Professional and registration with the appropriate statutory Health Professional Council. A minimum of 10 years appropriate experience as a Health Professional post Community Service. A least 3 years recognisable experience in Quality Assurance and Risk Management. Code 8 Drivers Licence, must be computer literate, have strong writing, communication and verbal skills. Excellent interpersonal skills and ability to coordinate the interdisciplinary team members. Knowledge of relevant prescripts in Health and public Sector.
**DUTIES**

Develop, maintain and coordinate Quality and Risk management activities in the institution as per relevant policies, prescripts and legislation. Lead the Quality Assurance and Risk management committees. Develop and implement the hospital’s Quality assurance and Risk management annual plans, relevant reports and standard operating procedures in line with Quality and Risk Management Policies. Implement Quality priorities and ensure quality care is developed and maintained within the institution at all times. Ensure compliance to National Core Standards as required by the Office of Health standards compliance by regular quality assessments, monitoring and implementation of quality improvement plans. Compilation, submission and monitoring of various quality reports will be required. Ensure monitoring, evaluation, and reporting of enterprise wide risks and incidences within the institution as per policy and prescripts of Risk Management. Coordinate compile the Risk Register, monthly AG consolidated action plans and relevant audits assessments.

**APPLICATIONS**

Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**ENQUIRIES**

Ms FK Mokgokong, Tel. No: (012) 354 – 6745

**CLOSING DATE**

16 March 2018

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**SALARY**

R334 545. Per annum

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

An appropriate Bachelor's degree/diploma in health related qualifications. A qualification in management/administration course with a minimum period of 1 year in an accredited higher education institution. A minimum of 8 years appropriate/recognizable experience in health services. At least a minimum of 3 years of the period referred to above must be appropriate experience at management level and quality assurance. Extensive knowledge in customer care service program. Computer literacy: Knowledge and understanding of legislative framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (Ms Word, Ms Excel, and Ms PowerPoint). Presentation skills. A valid driver’s license. Competencies: The applicant must have Operational Management skills, Ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Must have ability to work under pressure and be a creative thinker. Have project management and finance management skills.

**DUTIES**

Ensure effective management of quality assurance service package in the health facility. Oversee the customer care programs. Develop, Support and implement customer care programs assist with the facilitation of the implementation of NCS & 6 Ministerial priorities. Ensure the development and implementation of QIP’s, Implement complaint management system, assist with the management of patient safety incidents. Ensure the provision of effective and efficient General Management: Manage staff development and performance (PMDS) against departmental and Hospitals objective is in line with strategic, operational and turnaround plans. Manage material resources appropriately. Ensure proper training of employees on quality assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about quality assurance matters. Perform any other duties delegated by the supervisor.

**ENQUIRIES**

Mrs. GM Tabane Tel (012) 529 3427.

**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**

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**

16 March 2018
POST 09/92 : MANAGER: FACILITY MANAGEMENT UNIT – REF NO: HRM 01/2018
Directorate: Administration

SALARY : R334 545. per annum
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 certificate with 7 – 10 years’ experience in Facility Management of which 2 years must be at Supervisory level, OR a recognized Degree / National Diploma in Project Management, Facility / Building Management, OR equivalent with five (5) years of experience in the Public or Private working environment. Trade Test Certificate will be an added advantage. Knowledge of Building maintenance and Project Inspections Management. Knowledge of Managing Facility Management Services in a Hospital environment. Good Financial Management skills. Knowledge of PFMA, OHS Act and other related Legislations. Valid Driver’s license, Computer literacy, Presentation and analytical Skills, Stock 44 Management and Conflict Management. Knowledge of Hospital environment and ability to work independently and under pressure.

DUTIES : Manage the maintenance of hospital buildings, machineries (boilers, generators, laundry washing machines and other). Manage state accommodation. Conduct building audits, office accommodation and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaison with all stake holders, draft specification and / or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log all the defects. Record management (develop and manage all relevant registers). Manage the FMU stock and store room and order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, Infection Control and Quality Assurance Committees. Take water and electricity meter reading on monthly basis and submit to Finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectorial budget. Develop and management of maintenance plan in line with the strategic and operational plan of the Institution. Conduct monthly inspection of all critical areas and develop plan of action. Supervise and manage subordinates. Perform all delegated responsibilities.

ENQUIRIES : Mr. B.H. Shuping, Tel. No: (011) 951-8207
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 16 March 2018

POST 09/93 : ASSISTANT DIRECTOR (DEMAND MANAGEMENT): REF NO: 002652
Directorate: Supply Chain Management

SALARY : R334 545 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : 3years National Diploma in Logistics Management, Supply Chain Management, Public Supply Chain Management and relevant/equivalent qualification with a minimum of 3years supervisory experience in Supply Chain Management. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management Policies and Procedures more especially those related to Demand and Management. Research, Project Management and Presentation skills. Computer Literacy in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills and Interpersonal Relation. Health (hospital) environment background will be an added advantage. A valid driver’s license. Competencies: The applicant must have a good communication (both verbal and written) and strong relations. Ability to interact with all levels both internal (end-users) and external stakeholders. Must have the ability to work under pressure and be a creative thinker. Have a Project, Marketing, Economics and Financial Management Skills.

DUTIES : Conduct market and commodity analysis. Ensure that requirements are linked to the strategic objectives and budget. Review specifications and Term of reference for every requirement. Render advisory support to Bid Specification Committees.
liaise with users to determine current and future requirements. Submit in-puts to the budgeting process of the institution. Assist with compilation of Demand Plans. Utilise SAP/ SRM for reporting. Assist with conducting needs assessment by collecting and analysing data provided. Conduct a market and industry analysis. Ensure compliance with SCM process and procedures. Manage staff development and performance (PMDs) against Departmental and hospital’s objectives in line with strategic, operational and turnaround plans. Implement the Department SCM strategy. Manage activities, people and equipments. Ensure internal and external communication strategy on SCM performance and development. Develop and train staff. Report writing. Perform any other duties delegated by the supervisor.

ENQUIRIES: Mr. Nhlapo M, Tel (012) 529 3407
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: 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: 16 March 2018

POST 09/94: CASE MANAGER (1 POST)
SALARY: R334 545- R 404 121 per annum (plus benefits) Level 9
CENTRE: Pholosong Hospital
REQUIREMENTS: A degree/ diploma in nursing and a minimum 5 years of experience in nursing after registration as a Professional Nurse with SANC in general nursing. Computer literacy, good communication, organisational and planning skills and analytical thinking. Knowledge of National Health Act, Medical Scheme Act 131 of 1988, PFMA, RAF, UPTS & ICD 10 coding.
DUTIES: Monitor and manage internal patients as for externally funded patients (i.e. ensure ALOS within norms; ensure diagnostic specific length of stays to obtain from Clinical HOD reasons for extended length of stay) Ensure ICD 10 Codes are correct relevant and specific and charted each time diagnosis changes and on discharge. To verify DHIS data collection. Efficient and effective communication and updating of clinical information for externally funded patients. Ensure efficient and effective interpretation of case management policies, standards, protocols and procedures. Coordinate the workflow processes between clinical and admin personnel. Management, supervisor and development of staff. Evaluation and monitoring of ICD10 coding for supervision. Do authorization & confirmation for medical aid patients. Liaise with external funders. Monitor m/aid rejections. Monitor & check RAF, SAPS & Correctional Services files. Assist with completion of charge sheet. Provide training on UPFS & Charge sheet. Personal Attribute: Ability to cope under pressure.

ENQUIRIES: Ms KF Mabuza (011) 812 5234
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 The institution reserves the right not to fill the post.
NOTE: must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.
CLOSING DATE: 15 March 2018

POST 09/95: CASE MANAGER L9 (1 POST) REF: FERH01/CASE2018
Directorate: Finance
SALARY: R334 545-R404 121 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS: An appropriate nursing diploma/degree in nursing or allied health sciences qualification with experience/knowledge of clinical management of all medical, surgical, gynae and obstetrics. A minimum of Five (5) years appropriate/recognisable experience in the clinical field. Knowledge of Medical Scheme Act, PMB regulations, ICD10 coding, Uniform Patient Fees Schedule (UPFS), Administration Procedure Manual and Patient administration policies, Public Finance Management Act 1999 (PFMA), and other relevant Public service
prescripts*Computer literacy. Valid driver’s licence, good planning, training & interpersonal skills. Capabilities to work independently with limited supervision, decision making skills. Must be innovative, assertive, teamwork oriented, adaptable to change and improvement and must be prepared to drive. Recommendations: Case management, theatre, casualty and ICU experience. Knowledge in finance will be an added advantage

DUTIES: Be familiar with NHI policies and standards. Communication and update of clinical information for external funded patients. Efficient and effective interpretation and implementation of case management policies and standards. Be able to formulate protocols and procedures in the hospital setting. Ensure that there is a process to manage financial risk for payment of care and protect patients from unnecessary costs. Co-ordinate the work flow processes between clinic and admin personnel. Produce work of high quality standards by accurately checking flow processes and tasks. Build relations with funders, Patients, and Multidisciplinary Health care team by facilitating, collaborating and coordinating client service to maximise positive outcomes. Ensure accuracy in terms of prescribed minimum benefits, ICD10 and procedure coding. Optimal utilization of (Human, Financial, Physical and material resources). Contribute to departments planning, budgeting and procurement processes. Monitor and evaluate patient’s accounts, collect, analyse and interpret statically data. Keep electronic and physical records, submit monthly reports to management. Ensure compliance with regulations, prescripts and policies of the department. Manage performance and staff development. Manage ICD10 coding training of Admin clerks and patient affairs clerks.

ENQUIRIES: Mrs. E Phiri, Tel. No: 011 812 8419

APPLICATIONS: should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (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: 16 March 2018

POST 09/96: PRODUCTION SPEECH THERAPHY AND /OR AUDIOLOGY GRADE 1-3 REF NO: TDH01/2018.

Directorate: Allieds Department

SALARY: Grade 1 R281 148. – R321 462.
Grade 2 R325 584. – R378 682.
Grade 3 R325 854. – R473 445.

CENTRE: Tshwane District Hospital

REQUIREMENTS: Degree in speech Therapy and Audiology or Audiology. Current registration with HPCSA. At least 2years of experience working in government.

DUTIES: assessment of patients referred for Speech Therapy and Audiology / Audiology services. Provide speech therapy and audiology / audiology services to in and out patients. Preference will be given to individuals with experience in Ototoxicity Monitoring, as a big portion of the caseload is Drug Resistant – TB patients referred for hearing screening. Compile monthly statistics. Supervision of community service therapists. Attending of various meetings. Coordinating services offered by the department. Preference will be given to individuals with experience in National Core Standards, Quality Assurance Audits, and ordering of hearing Aids

ENQUIRIES: Dr Nkusi SS: Tel 012-354 7600

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

CLOSING DATE: 16 March 2018
### POST 09/97
**CASE MANAGER: REF NO: 002542**
Directorate: Finance (Revenue)

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R281 418 per annum (plus benefits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>Dr. George Mukhari Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An Appropriate diploma/degree in health related field. 3-5 year's relevant experience in clinical field. Knowledge of legal framework on: Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS, Administration Procedure Manual, ICD 10 Coding and Procedures coding. Computer literacy (Microsoft Office Suite, Ms Word and Ms Excel). Must be a driven, customer focused individual with excellent planning, organizing communication (verbal and written) and reporting skills. Must have good interpersonal relations and training skills. Must be able to work under pressure.</td>
</tr>
</tbody>
</table>

| DUTIES | Application of clinical knowledge in risk management (Financial and clinical) of patient in terms of Length of Stay, Level of Care, Clinical updates, ICD 10 coding, procedures coding and benefit availability, identification of billable services, treatment care plans, case management of patients (confirmations and authorizations). Audit patient's accounts. Train hospital officials on the utilization of charge sheet. Keep electronic and physical records. Reporting. Ensuring compliance to Regulations, Prescripts and policies of the department. Manage performance and development of staff. |

| ENQUIRIES | Mr. W Mangena Tel No: (012) 529 3236 |
| 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 | 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 | 16 March 2018 |

### POST 09/98
**PROFESSIONAL NURSE- HAST (1 POST) REF: FERH02/PNA2018**
Directorate: Nursing

<table>
<thead>
<tr>
<th>SALARY</th>
<th>Grade 1 R226 083- R262 092 per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>Far East Rand Hospital 278 052</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic nursing diploma/degree in nursing registered with South African nursing council (SANC). A minimum of Three (3) years appropriate/recognisable experience after registration as a professional nurse with SANC. Certificate of any HAST attendance is compulsory. Leadership and good managerial skills required. Wide experience in HAST will be an advantage.</td>
</tr>
</tbody>
</table>

| DUTIES | Implementation of all HAST programmes in the hospital and their supervision for compliance. Participate in the multidisciplinary HAST staff including the NGO lay counsellors. Monitoring of all categories in the hospital for compliance to HAST principles. Assist in preparation for HAST in-service training for the patients and staff, attend to relevant HAST external workshops according to the need. Responsible for reporting to HAST Area manager about the facility compliance to HAST principles challenger and proposed resolutions |

| ENQUIRIES | Mrs. E Mawela, Tel. No: 011 812 8556 |
| 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. |

70
CLOSING DATE: 16 March 2018

POST 09/99: SENIOR SECURITY OFFICER. REF NO: 002551
Directorate: Logistics

SALARY: R226 611. Per annum Plus benefits
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS:
- Grade 12 with 7 years’ experience in security or police investigations. NQF Level-6 Diploma in Security Risk Management/Policing/Forensic Investigation/Criminology is a requirement. Three years relevant experience on supervision is required. PSIRA Grade-A Training Certificate (New PSIRA certificate). Knowledge required: Threat and Risk Assessment; Disaster Management and Emergency Planning; Presentation; Public Service and Departmental Procedure; MISS, MPSS; Fire Arm control; Fire Prevention Act; OHSA; Protection of Information Act. Ability to investigate criminal cases. Ability to gather and analyse information. Computer literate in the following applications (Microsoft Excel; Word; Outlook and PowerPoint) is essential. Good communication skills (verbal & written). Have a valid driver’s license

ENQUIRIES: Mr Mangena NL Tel No: 012 529 3620
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: 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: 16 March 2018

POST 09/100: ADMINISTRATIVE OFFICER: MEDIA RELATIONS OFFICER REF NO: 002572
Directorate: Communications

SALARY: R226 611. Per annum Plus benefits
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS:
- An appropriate 3-year Bachelor’s degree/National Diploma in Communication/Journalism or NQF 6 relevant qualification. A minimum of 1 (one) year working experience in the media or communication environment. A thorough understanding and ability of news content writing and development. Knowledge and understanding of Government Communication policies, procedures, and programmes. Understanding of the Code of Good Conduct for government communicators. Good verbal and written communication skill. An ability to produce quality work as a team member and under pressure. Good report writing and presentation skills. Computer literacy. A valid driver’s license.
- Develop and produce media related and media liaison management support services. Conduct media evaluation and monitoring duties. Compile and implement media and communication plans. Develop and implement corporate publications development and distribution plans. Write articles for hospital and government publications. Develop content, monitor and administer hospital website, social media and digital platforms. Provide support in the coordination of media engagement sessions such as press conferences and networking. Interact with stakeholders at all levels. Facilitate supervisor, mentoring and development of interns. Any other duties as determined by management.

ENQUIRIES: Mr Z Ndwandwe Tel No: (012) 529 3216
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 : 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 : 16 March 2018

POST 09/101 : ADMINISTRATIVE OFFICER/PUBLIC RELATIONS OFFICER REF NO: 002540
Directorate: Communications

SALARY : R226 611. Per annum Plus benefits
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : An appropriate 3 year bachelor’s Degree/ National Diploma in Communication/Public Relations or NQF 6 relevant qualification with the minimum of 1(one) year working experience in the communication or public relations environment. Thorough understanding and ability of undertaking public relation and communication activities. Knowledge and understanding of Government communication policies, procedures and programmes. Understanding of the code of good conduct for government communications. Good verbal and written communication skills. An ability to produce quality work as a team member and under pressure. Good report writing and presentation skills. Computer literacy. A valid driver’s license

DUTIES : Provide Support and execution of hospital and government communication strategies. Develop and implement public relations and communication plans. Coordinate and execute hospital exhibitions, campaigns and events. Manage and promote hospital and government corporate brand and image. Develop content and administration of hospital website, social media and digital platforms. Interact, engage and manage hospital internal and external stakeholders at all levels. Provide support, management and storage of communication materials and equipment. Facilitate supervision, mentoring and developing of internship officers. Any other duties as determine by management.

ENQUIRIES : Mr Z Ndwandwe Tel No: (012) 529 3216
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 : 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 : 16 March 2018

POST 09/102 : TELEPHONE SUPPORT TECHNICIAN REF NO: 002526
Directorate: Information Communication and Technology

SALARY : R226 611. per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 + Optic Fibre Technician/ Certificate (with Specialization on telephony cable) with a minimum of five (5) years working experience in telephone environment. Must have good knowledge of troubleshooting telephone network. Must be able to work under pressure. Relevant health environment, related experience working with telephone system such as PABX and TMS will be added advantage. Competencies: Strong interpersonal and Communication skills with good knowledge in computer packages (Ms Word, Excel, Power point and Access) and Batho Pele principles. Proficiency in English and other official languages is a must have skills.

DUTIES : Management of Switchboard calls. Troubleshoot the telephone faults and ensure the availability of communication services on a 24/7 basis. Ensuring that all logged calls are attended to and closed with turnaround time frame. Ensure a pleasant working environment and customer relations at all times. Perform installation, repairs and maintenance of telephone extensions and provide first line support to the hospital telephone system (PABX). Responsible for faults reporting on telephone system and liaising with the supervisor and relevant service providers. Ensure the support of the Telephone Management System to enable management and minimization of telephone cost.

ENQUIRIES : Mr. Pilane Mogomotsi, 012 529 3772
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: 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: 16 March 2018

POST 09/103: HRD & PMDS OFFICER REF NO: 002541
Directorate: HRD (Human Resource Development)

SALARY: R226 611. per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: A recognized 3 years Degree/Diploma in Human Resource Development/Management with 5 years’ experience or Grade 12 with at least 8 years working experience in Human Resource Development and or PMDS, Knowledge of the Public Service Act and Regulations, Skills Act, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS, PMDS etc. Presentation and Facilitation skills, Computer literacy. PERSAL Certificate.

DUTIES: Coordinate and facilitate training and induction programmes, Liaise with external training providers. Assists with skills development audits. Facilitate needs directed courses/seminars/workshop. Serve as a Secretary during training committee meetings. Assist department with PMDS. Ensure that departments submit PMDS contracts and quarterly reviews. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Capturing of PMDS on Persal system. Assist and advice management and staff on Employment Equity issues.

ENQUIRIES: Mr. JV Mtimkulu 012 529 3450/ Mr SM Kgafela SM 012 529 39

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: 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: 16 March 2018

POST 09/104: COMPUTER TECHNOLOGIST TECHNICIAN: REF NO: 0025572
Directorate: Information Communication and Technology

SALARY: R226 611. per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 with IT Diploma or A+/N+/MCSE/ITIL A minimum of 3 years’ experience in Health Department Information Communication and Technology. Competencies: Technical (desktop/laptop and server) support and network support (data and voice). Experience in dealing with the public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound knowledge of windows platform (Windows OS, Ms.Office Suite). Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently and in a team. Knowledge of public service legislation, policies and procedure. Knowledge and experience in Health Information System will be an added advantage.

DUTIES: Ability to create and configure user accounts. Provide first line support and escalate where necessary. Attend to logged calls and ensure that they are attended to in a timely and effective manner. Provide first line telephone infrastructure support. Ensure 24/7 365 days’ support. Be on Standby and provide system support and configure (HIS/RX, IVS/VDI and Citrix). Maintain and configure hardware, telecommunications system and ensure effective information security; Performance daily backup/archives; management of the network, server and desktop environment to ensure require capacity and security. Attend to enquiries in professional manner and give guidance and advice.
Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meetings and trainings as approved by supervisor.

ENQUIRIES: Mr. ABP Malapane, Tel No: (012) 529 3687
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: 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: 16 March 2018

POST 09/105: ICT HELP DESK REF NO: 002527
Directorate: Information Communication and Technology

SALARY: R226 611. Per annum Plus benefits
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Minimum of Grade 12 and minimum of 3 years relevant work experience in ICT service desk environment. A Certificate (N+/A+), Diploma or Degree in Information Technology/computer science will be strongly recommended as an advantage. Exposure to administration of ICT support services and reporting is a must. Relevant health environment related experience working within technical support and system is preferable. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES: Administration of the service desk or help desk environment, ensuring the availability of ICT services and resources. Monitor all logged, attended, closed and escalated calls. Assigning calls to technicians, and communicating with both users and technicians in relation to the status of the logged calls. Regular calls are closed. Ensuring a pleasant work environment and customer relations at all times. Perform office administration, execute and implement the unit’s operational plan. Provide monthly/weekly desk report, including ad-hoc reporting.

ENQUIRIES: Mr P Mogomotsi Tel 012 529 3772
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: 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: 16 March 2018

POST 09/106: CLIENT LIAISON OFFICER: REF NO: 002653
Directorate: Quality Assurance

SALARY: R226 611. Per annum
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: A qualification in management/administration course with a minimum period of 1 year in an accredited higher education institution. A minimum of 5 years appropriate / recognizable experience in health service. At least 3 years of the period referred to above must be appropriate experience in quality assurance. Extensive knowledge and understanding of legislatives framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (Ms Word, Ms Excel, and Ms PowerPoint). Presentation skills. A valid driver’s license. Competencies: The applicant must have ability to interact with diverse stakeholders, Health care users and givers. Good Communication skills, report writing skills, Facilitation skills, Problem solving skills, Good Interpersonal relations, ability to work under pressure.

DUTIES: Conduct National Core standards self-assessment. Facilitate the development of QIP’s and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training
of employees on quality assurance matters. Communicate with all stakeholders, external and internal customers about quality assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mrs. GM Tabane, Tel (012) 529 3427
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 : 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 : 16 March 2018
POST 09/107 : MONITORING AND EVALUATION AUDITOR: REF NO: 002533
Directorate: Information Communication and Technology
SALARY : R183 558. Per annum
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 with a National Diploma /Degree in Monitoring and Evaluation/Auditing Risk Management /Quality Assurance or Information (Statistics).or any other relevant qualifications. A minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be an added advantage. Exposure to auditing service and reporting, including data/information gathering, processing and data analysis is a must. Competencies: Strong Interpersonal and communication skills with good knowledge in computer packages (Ms. Word, Excel, Ms. Power Point and Access) and Batho Pele Principles. Proficiency in English and other official languages.
DUTIES : Administration of Audit process in the M&E unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write the reports of the outcome of the audit taken. Work with Departments and Units to correct discrepancies emanating from audits conducted and information collected. Ensure the gathering and collecting of quality data for compilation of M&E audits. Regular follow up on non-submission of M&E and health information data. Manage own work and identify own development need. Perform duties and functions assigned or delegated by the M&E Manager and Senior Management. Update all M&E information within the Hospital and ensure that challenges encountered are escalated accordingly. Communicate with staff in the directorate assigned to you and ensure delivery of the hospital strategy and operational plan. Perform regular follow-ups to directorates for gathering evidence of performance. Ensure a pleasant working environment through maintain positive attitude at all times. Execute the implementation of the Units operational plan. Provide monthly M&E report including ad-hoc reporting.
ENQUIRIES : Mr. Mogomotsi P, Tel (012) 529 3772
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 : 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 : 16 March 2018
POST 09/108 : CLIENT INFORMATION CLERK -IT (1 POST) REF: FERH01/IT2018
Directorate: Information Technology
SALARY : R152 862-R180 063 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Information Technology Diploma/Degree NQF 6 or Grade 12 plus NQF 4 one year IT certificate (A+, N+, MCSE/MCITP) with 12 months relevant IT experience. Preferably someone with health environment related experience in supporting transversal systems (SAP,BAS, SRM, Persal). Must have customer relationship management and client satisfaction skills to deal with end-users (Computer users)
on daily basis. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Office 2010 & 2016).

**DUTIES**

The officer will be expected to render desktop services to all users in the hospital. Configure & troubleshoot computers, laptops and printers. Support all system applications used in the hospital. Ensure anti-virus management at desktop level, and set up email accounts, resolve problems at client/user level. Provide day to day support to desktop and network operations. Manage LAN and WAN connectivity. Ensure adherence to standard operating procedure manuals in line with available ICT policies, guidelines and service levels. Produce reports timely and continually meet deadlines and targets.

**ENQUIRIES**

Mr. H.Z Buda, Tel. No: 011 812 8321

**APPLICATIONS**

should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**

Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (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**

16 March 2018

**POST 09/109**

DATA CAPTURER (1 POST) REF: FERH01/HAST2018

Directorate: HAST

**SALARY**

R152 862-R180 063 per annum

**CENTRE**

Far East Rand Hospital

**REQUIREMENTS**

Grade 12 certificate or equivalent. Proof of computer literacy. Knowledge if Tier.Net, EDR-Web, DHIS. At least 0-1 year experience in data management skills and analysis. Good Etiquette, willingness to work under pressure and meet deadlines. Ability to work with wide range of internal & external partners.

**DUTIES**

The incumbent will be responsible for ensuring accuracy of daily integration. Daily capturing of patient files into tier.net and EDR web. Collection of patients of raw data from relevant services points registers/data sources into the computer. Ensure patient's records are properly secured. Preparing of weekly/monthly statistics for HAST. Ensure ongoing data capturing in Tier.Net from patients records within the agreed timeframe with high standard of accuracy. Identify, resolve or query missing data and errors observed during manual data entry reviews. Report missing data and errors to the HAST manager. Performing of basic administration work.

**APPLICATIONS**

should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**

Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (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**

16 March 2018
DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 23 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 09/110 : DIRECTOR: ASSET DISPOSAL AND REGULARIZATION (REFS/002629)
SALARY : R948 174. Per Annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Bachelor’s Degree in the Built Environment. Minimum of 5 years of practical experience at middle management. Qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. A strong managerial background in the field of general management and administration as well as strong communication skills. Proven analytical capacity and understanding of the PFMA and other relevant Public Service Legislation. Knowledge of strategy formulation. Code B driver’s license a must. Adaptability, initiative and creative thinking. Excellent verbal and written communication and facilitation skills. Ability to lead people in strategic change, team work, cooperation and relationship management. Good presentation skills and ability to interact with the Executive Council, relevant Provincial Departments, Municipalities, communities and other stakeholders. Ability to work outside the normal working hours when required.
DUTIES : The main purpose is to manage and administer disposal and transfer of provincial and municipal stock to eligible beneficiaries in line with the regulatory framework. Manage, monitor and evaluate specific programmes and projects. Facilitate transfer of ownership rights to qualifying occupants of the municipal and provincial housing stock. Facilitate housing dispute resolutions. Rectification of incorrect title deeds. Facilitate registration and regularization of post 1994 properties
ENQUIRIES : Ms Z Dhludhla, Tel No- (011) 355 4121/4290
APPLICATIONS : Please apply online at www.gautengonline.gov.za
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

This department is an equal opportunity, affirmative action employer, whose aim is to produce representivity in all occupational categories in the Department

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013

CLOSING DATE: 16 March 2018

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 09/111: MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 17/2018–01 POST
Directorate: Dept. Of Psychiatry

SALARY: Grade 1: R991 857. – R1 052 712. per annum. (All-inclusive salary package) plus commuted overtime None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBChB degree or equivalent PLUS registration with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2017/2018) Knowledge, Skills, Training And Competencies Required: Knowledge of current health and services registration, regulation and policy including medical ethics, epidemiology and statistics, good communication and leadership skills, decision making and clinical competency skills and knowledge essential, sound knowledge of procedures and protocols in Psychiatric set up, sound knowledge of Psychological, emotional and behavioral disorder, participate in on call roster, possess sound/ knowledge of Human Resource Management, budget, program planning, implementation and evaluation, information management and quality assurance programs, have the ability to evaluate technologies and decide on the cost effective implementation thereof, ability and experience in teaching, research and administration

DUTIES: key performance areas: render Psychiatric services in the Hospital and ensure adherence to professional Medical standards, supervise and provide training to other medical officers, interns and nurses, co-ordinate multi-disciplinary team, ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity, formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these, develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care, co-ordinate and support the mental outreach program, implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

ENQUIRIES: Dr. S.A. Moodley - 031 3603854
OTHER POSTS

POST 09/112 : ASSISTANT MANAGER NURSING (PHC) REF NO. STC 02/2018 NO OF POSTS: 01

SALARY : R546 315. per Annum Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance

CENTRE : St Chads CHC

REQUIREMENTS : Senior certificate (Grade 12).Diploma or Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC) Degree or Diploma in Nursing Administration / management accredited with SANC Proof of registration with SANC (2018).Code 08 unendorsed driving license Minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate / recognizable experience after obtaining post basic qualification. At least three (3) years of the period mentioned above must be broad clinical and managerial experience. Certificate of service provided endorsed by human resource section. Recommendation: Computer literacy: MS Office The ideal candidate must possess: In depth knowledge of nursing legislation, related & ethical practice and legislative. Planning, supervisory, organising, leading, delegation, decision making problem solving. Ability to work in multidisciplinary team at all levels. Good communication skills and have good disciplinary and co-ordinating skills. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource Management. Knowledge of Public Service Legislation, regulations and policies. Conflict management and report writing. Knowledge of procedures and policies pertaining to nursing. Ability to plan and recognize own work time, and that of support personnel. Knowledge of EPMDS, Ideal Clinic and National Core Standards. Demonstrate basic computer literacy as a support tool to enhance service delivery flexibility. In depth knowledge of Operation Sukuma Sakhe.

DUTIES : Key Performance Areas: Supervision of PHC services within the CHC. Ensure Provision of quality comprehensive health care. Analyse the operational imperatives set in the National PHC package of services, National Health Norms and Standards, provincial strategic plans, policies and guidelines. Monitor PHC outputs and services on a daily basis and monthly basis to review performance. Evaluate PHC services in terms of standard outcomes and priority programs by accurate analyses of data. Ensure implementation of 90 90 90 strategy and Ideal Clinic realization Contribute to the compilation of the operational plan and align with district Office Plan Advocate for the resources at management level and have input into the budget for the facility. Ensure effective, efficient and economical allocation of resources, including Human Resources – EPMDS Compile a detailed report after each shift and submit to supervisor. Assist with day night supervision when necessary. Manage complaints. Display a concern for client’s needs, requirements and work as multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient Monitor and manage absenteeism. Ensure that all systems in the facility are functional on day and night duty services. Ensure effective crisis management in the clinic .Co-ordinate, supervise manage PHC services in the local PHC areas including school health services, mobile services , ward based outreach teams and community based field workers. Work in multidisciplinary team environment to ensure delivery of quality services in the facility. Involvement in Operation Sukuma Sakhe activities. Participate in Nerve Centre, Health Information, DHER, DHP & DOP meeting

ENQUIRIES : Dr S.E.Mnguni Tel: 036 6379600

APPLICATIONS : All applications should be forwarded to: The Human Resources St Chads Community Health Centre, P.O.Box 2238, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION : Mr S.D.Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 20 March 2018

POST 09/113: OPERATIONAL MANAGER REF NO. EZA E 01/2018 (POSTS: 01)

SALARY: R499 953. per annum Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance

CENTRE: Ezakheni E Clinic (St Chads CHC)


DUTIES: Key Performance Areas: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho-Pele) Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management. Active
involvement in Operation Sukuma Sakhe. Manage the out-reach services.
Conduct facility Nerve Centre and Information Health Meetings.

ENQUIRIES:
Ms T.M.Zwane Tel: 036 6379600

APPLICATIONS:
All applications should be forwarded to: The Human Resources St Chads Community Health Centre, P.O.Box 2238, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION:
Mr S.D.Mdletshe

NOTE:
Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE:
20 March 2018

POST 09/114:
OPERATIONAL MANAGER NURSING (PHC) REF NO: SAP 02/2018

SALARY:
R499 953. - R562 698. per annum Other Benefits: Rural allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE:
(Kilmun Clinic)

REQUIREMENTS:
Senior certificate/Grade 12 or equivalent Qualification Plus Degree / Diploma in General Nursing and Midwifery PLUS Current registration with SANC as a Professional Nurse Plus Post Basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC Plus minimum of nine years appropriate/ recognizable nursing experience after registration as professional with the SANC in General Nursing. At least five years of the period referred to above must be appropriate experience/recognizable nursing experience after obtaining the one year post basic qualification in Primary Health Care. Recommendations: Valid driver’s licence. Knowledge, Skills, Attributes and Abilities Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patience promoting, advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES:
Key Performance Areas: Demonstrate an in Depth Understanding Legislations and Related Legal and ethical nursing practices and how this impacts on service delivery. Co-ordinate and monitor the implementation of nursing care plan and evaluate thereof. 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. Provision of administration services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilise human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Monitor and evaluate the performance of primary health care services and systems within the designated service area. Ensure and monitor that primary health care within the designated services area are provided with adequate support by multi-disciplinary team attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes. Critically analyse data according to prescribed modules.

ENQUIRIES: For the Above Post Should Be Directed To: Mrs. N Chiya @ (039) 833 8000/8083

FOR ATTENTIONS: Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

APPLICATION: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263.

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver’s Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. “People with disabilities are encouraged to apply and the target group in terms of employment equity target for the advertised post is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE: 16 March 2018

POST 09/115: CLINICAL NURSE PRACTITIONER REF NO. EZA E 02/2018 (POSTS: 01)

SALARY: Grade 1: R340 431. - R394 665. per annum
Grade 2: R418 701. - R514 962. per annum Other Benefits: 13th Cheque, Medical Aid(optional), Home Owner Allowance(subject to employee meeting prescribed requirements) plus 8% Rural Allowance

CENTRE: Ezakheni E Clinic (St Chads CHC)

REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery(2018). Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. 

Grade 1 Notch: R340 431.00 - R394 665.00 per annual minimum of four/4 years appropriate/recognition Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. 

Grade 2: Notch: R418 701.00 - R514 962.00 per annum A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as
Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.

**DUTIES**

Key Performance Areas: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient’s clinical conditions. Attend and participate in doctors’ visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care. Participate in out-reach services.

**ENQUIRIES**

Ms B.A.Mbatha Tel: 036 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources St Chads Community Health Centre, P.O.Box 2238, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.Mdletshe

**NOTE**

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

20 March 2018

**POST 09/116**

**SAFETY**

Gr 1- R281 148. per annum
Gr 2 – R331 179. per annum
Gr 3 – R390 123. per annum Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 12% Rural Allowance

**CENTRE**

St Chads CHC

**REQUIREMENTS**

Senior Certificate. National Diploma/Degree in Diagnostic Radiography, Current registration with HPCSA as Radiography(Independent Practice),Proof of current
experience endorsed and stamped by the must be attached. Grade 1: R281 148.00 per annum. No experience required after registration with the Health Professions Council of South Africa as Diagnostic Radiographer in respect of qualified South African citizens qualified employees who performed 1(one) year Community Service as required, One (1) year relevant experience after registration as a Diagnostic Radiographer with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: R331 179.00 per annum. A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa as Diagnostic Radiographer in respect of qualified South African citizens qualified employees who performed 1(one) year Community Service as required. 11 years relevant experience after registration as a Diagnostic Radiographer with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: R390 123.00 per annum. A minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa as Diagnostic Radiographer in respect of qualified South African citizens qualified employees who performed 1(one) year Community Service as required. 21 years relevant experience after registration as a Diagnostic Radiographer with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**DUTIES**

Key Performance Areas: To provide good quality diagnostic radiography services. Competently execute all clinical procedures to prevent complications. Provide a 24-hour radiographic services. Participate in quality assurance and quality improvement programmes. Promote good health practices and ensure optimal patient's care. Perform clerical and darkroom duties when necessary. Promote Batho Pele Principles in the execution of duties for effective service delivery. Assist junior staff and student radiographers. Participate in National Standard Programmes.

**ENQUIRIES**

Dr M.J.Hossain Tel: 036 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources St Chads Community Health Centre, P.O.Box 2238, Ladysmith, 3370, OR Hand Delivered to Corner Hlpmekaa and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.Mdletshe

**NOTE**

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply.
Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 20 March 2018
## ANNEXURE R

**PROVINCIAL ADMINISTRATION: NORTH WEST**

**OFFICE OF THE PREMIER**

### APPLICATIONS

Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

### CLOSING DATE

16 March 2018

### NOTE

The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

**ERRATUM:** Kindly note that the post of Regional Manager: End User Support, Ref: NWoP/18/10 which was advertised in the Vacancy Circular No. 01 dated 05 January 2018 with a closing date of 19 January 2018 has been withdrawn. The inconvenience is regretted.

### OTHER POST

**POST 09/117**

**DEPUTY DIRECTOR: STRATEGIC PLANNING AND SUPPORT**

**REFERENCE:** NWoP/02/01

To coordinate and monitor integrated planning in the Province

**SALARY**

R657 558. per annum Level 11 (All Inclusive Package)

**CENTRE**

Mahikeng

**REQUIREMENTS**

A bachelor’s degree/National Diploma in Public Administration/Public Management and/or equivalent (NQF level and Credits). Driver’s license. 5 - 7 years appropriate experience of which 3 years should be at supervisory Level. The ideal candidate will have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; change management and management of diversity in a dynamic transformation and reforming environment.

**DUTIES**

Coordinate and Provide support to departments in the development of Strategic and Annual Performance Plans. Coordinate and Provide support to departments on MPAT KPA 1 in the province. Provide support to municipalities in the development of IDPs and SDBIPs. Assess departments’ Strategic and Annual Performance Plans for alignment against Treasury Guidelines, National and Provincial Priorities. Assess Municipal IDPs and SDBIPs for alignment against the IDP Guidelines, National and Provincial Priorities. Develop and review the Provincial Spatial Development Framework (PSDF), as well as, coordinating the alignment of Municipal Spatial Development Frameworks to the PSDF.

**ENQUIRIES**

Mr. M.E. Magakwe, Tel: 018 – 388 2272
ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 19 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 09/118 : SENIOR AGRICULTURAL ADVISOR: FARMER SUPPORT & DEVELOPMENT, REF NO. AGR 2018-05

SALARY : R334 545 per annum (Level 9).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 4-year Tertiary qualification with a minimum of 3 years’ experience in agricultural extension; Applicant must be registered with the South African Council for Natural Scientific Professions (SACNASP) or present proof that such application has been lodged with the respective body; A valid code B driver’s licence. Recommendations: None. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving skills; Time management; Ability to work under pressure (project management practices); Computer literate.
DUTIES : Responsible for specialised advice in mainly agricultural economics and management principles to farmers; Responsible for specialised inputs to business plans and project developments as well as project evaluation and monitoring; Responsible for farm assessments, farm plans and potential studies; Responsible for adaptive and demonstrative research projects in field of specialization; Responsible for training and development of farmers and colleagues; Extension and advisory services to all farmers.
ENQUIRIES : Mr du Randt at (021) 213 200
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 09/119 : LECTURER: ANIMAL PRODUCTION - FURTHER EDUCATION AND TRAINING, REF NO. AGR 2018-06

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Degree with a minimum of 3 years practical experience in education and training; A valid driver’s licence. Recommendations: Agricultural experience; Formal training and presentation skills. Competencies: Proven knowledge of animal production; Proven computer literacy in MS Office (MS Word, PowerPoint, Access); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; High levels of assertiveness and professionalism; Good planning and organising skills.
DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Present classes, leanerships and short courses; Renewal and development of course material and study guides; Assessment of students; Maintain discipline during classes; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
ENQUIRIES : Ms M Cornelissen at (021) 808 5497
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
POST 09/120 : FARM AID: FARM SERVICES: OUTENIQUA, REF NO. AGR 2018-03

SALARY : R90 234 per annum (Level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy-ABET level 2 or Grade 5. Recommendations: A valid code B driver’s license. Competencies: Ability to work well within a team; Ability to do physical work; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Perform the following activities: Crop production; Manual farm activities related to animal production; Manual general farm activities related to a mixed cropping and livestock research farm; Manual farm activities related to infrastructure development and maintenance.
ENQUIRIES : Mr H Gerber (044) 803 3727
APPLICATIONS : hand deliver the application, please use the following address: Attention: Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 19 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 POST

POST 09/121 : ASSISTANT DIRECTOR: LANGUAGE POLICY AND IMPLEMENTATION, REF NO. CAS 2018-04

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : 3-year appropriate tertiary qualification with a minimum of 3 years’ relevant supervisory experience in a similar environment. Recommendations: Experience in translations and editing; Knowledge of Knowledge of project management; Computer literate; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Human Resource Management: Implement a system of performance management within the staff; Language Policy implementation; Visit the Western Cape Provincial government to ensure that they are implementing the Western Cape Language Policy; Assist in compiling the annual report for the Western Cape Language Committee; Financial Management: Assist in compiling monthly cash flow projections in line with expected expenditure; Organising, Management and Administration; Manage all language services requirements;
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
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE: 19 March 2018 @ 16:00

NOTE: 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. 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.

MANAGEMENT ECHELON

POST 09/122: CHIEF DIRECTOR: ECONOMIC SECTOR SUPPORT, REF NO. DEDAT 2018-14

SALARY: All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Salary level 14). Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: Appropriate B Degree; Relevant Senior Management experience 5 years; and Valid Code 8 driver’s license. Recommendations: Competency in at least 2 official languages dominant in the Western Cape Province; Extensive Industry experience; Strong relationship and partnership management; and Post graduate qualification. Competencies: Knowledge of business and organisational structure of the department; Knowledge of Government operational management systems and procedures; Knowledge of provincial and national strategies to address sector development; Knowledge of corporate governance requirements with particular reference to prescribed plans and committees; Knowledge of the business of the department; Knowledge of Occupational Health and Safety; Human Rights issues relating to the Department; and Knowledge of Human Resource Management systems.

DUTIES: Strategic capability and leadership (incl Change Navigation); Provide strategic oversight and direction to the sector, and support the creation of opportunities to influence economic growth and job creation within the Financial Services, ICT; Oil, Gas and Maritime; Agri-Processing; Manufacturing and Tourism Sectors; Build partnerships and unlock opportunities with the relevant sector businesses and associations to achieve economic growth and job creation; Develop relationships with all spheres of government and across departments; Ensure efficient and effective oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and Corporate Governance; and Management of the human resources of the Chief Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

ENQUIRIES: Mr R Toefy (021 483 9225)

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
MANAGEMENT ECHELON

POST 09/123 : MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: INFECTIOUS DISEASES)

SALARY : Grade 1: R 1 151 088 per annum,
Grade 2: R 1 316 136 per annum,
Grade 3: R 1 439 112 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-Specialty) in Infectious Diseases. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-Specialty) in Infectious Diseases. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-Specialty) in Infectious Diseases. Grade 2: A minimum of 5 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-Specialty) in Infectious Diseases. Grade 3: A minimum of 10 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as a Medical Specialist (Sub-Specialty) in Infectious Diseases. Competencies (knowledge/skills): Extensive specialist knowledge in Infectious Diseases and areas of research. Specialist knowledge in teaching of all aspects of Infectious Diseases.

DUTIES : Key result areas/outputs: Provide and manage both in- and out-patient specialist Infectious Diseases services within the Division of Infectious Diseases and HIV Medicine, Department of Medicine. Provide specialist clinical service to general medicine in- and out-patients in Groote Schuur hospital and affiliated hospitals. Supervise and train under- and post-graduate students in the Department of Medicine. Conduct research. Provide support in respect of administrative and management functions.

ENQUIRIES : Prof N Ntusi, Tel. No. (021) 406-6200

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. No payment of any kind is required when applying for this post.

CLOSING DATE : 16 March 2018

POST 09/124 : MANAGER: MEDICAL SERVICES GRADE 1

SALARY : R1 052 712 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate and proven managerial experience
in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and Institutional Health Delivery System, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

**DUTIES**

Key result areas/outputs: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

**ENQUIRIES**

Dr B Eick, tel. no. (021) 404-6288

**APPLICATIONS**

The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**

Ms N Mbilini

**NOTE**

No payment of any kind is required when applying for this post

**CLOSING DATE**

16 March 2018

**OTHER POSTS**

**POST 09/125**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Cape Winelands District Health Services

**SALARY**

R499 953 (PN-B3) per annum

**CENTRE**

Klapmuts Community Centre

**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 Professional Nurse. Post Basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. Ability to effectively communicate in two of the three official languages of the Western Cape. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

**NOTE**

No payment of any kind is required when applying for this post.

**DUTIES**

(key result areas/outputs): Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including Supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium, long term basis. Render Clinical services and organise a cost effective
service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participation in Community involvement. Collect, verify and timeous submission of accurate statistics.

ENQUIRIES
: Ms DM Johnson, tel. no. (021) 808-6108
APPLICATIONS
: The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION
: Ms JB Salie
NOTE
: No payment of any kind is required when applying for this post
CLOSING DATE
: 16 March 2018

POST 09/126
: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)
Cape Winelands Health District

SALARY
: Grade 1: R340 431 (PN-B1) per annum,
     Grade 2: R481 701 (PN-B2) per annum
CENTRE
: Stellenbosch Hospital
REQUIREMENTS
: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practise.

DUTIES
: Key result areas/outputs: Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage Human and Financial resources. Participate in training, research and implementation of the department’s values. Participate in the collection and management of data. Promote quality nursing care and implement infection control and health and safety legislations.
ENQUIRIES
: Ms R De Silva, Tel. No. (021) 808-6153
APPLICATIONS
: The Medical Manager: Stellenbosch Sub-District, Cape Winelands District, Private Bag X5027, Stellenbosch, 7600.
FOR ATTENTION
: Ms L Adams
NOTE
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
CLOSING DATE
: 16 March 2018
<table>
<thead>
<tr>
<th>POST 09/127</th>
<th>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Eden District</td>
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<tr>
<td>SALARY</td>
<td>Grade 1: R340 431 (PN-B1) per annum,</td>
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<tr>
<td></td>
<td>Grade 2: R418 701 (PN-B2) per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Hornlee Community Clinic</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver’s licence Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Ability to communicate in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding communities.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms L Ziervogel, tel.no. (044) 302-8400</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>To the District Manager: Eden District Office, Private Bag X 6592, George, 6530.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Ms S Pienaar</td>
</tr>
<tr>
<td>NOTE</td>
<td>No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”</td>
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<td>CLOSING DATE</td>
<td>16 March 2018</td>
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<table>
<thead>
<tr>
<th>POST 09/128</th>
<th>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</th>
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<tbody>
<tr>
<td></td>
<td>Chief Directorate: Metro District Health Services</td>
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<tr>
<td>SALARY</td>
<td>Grade 1: R340 431 (PN-B1) per annum,</td>
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<td></td>
<td>Grade 2: R418 701 (PN-B2) per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Eerste River Hospital</td>
</tr>
</tbody>
</table>
| 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 Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts,
weekends and public holidays. Competencies (knowledge/skills): Sound knowledge and understanding of the Mental Health Care Act, Nursing and health service related Acts, Legislation and Policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
(key result areas/outputs): Provide an optimal, holistic, specialised psychiatric Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental health. Render quality mental health care at facility. Manage and monitor proper utilisation of human, financial and physical resources. Provision of Support to Nursing Services.

**ENQUIRIES**
Ms MM Luphondo, Tel. No. (021) 902-6024

**APPLICATIONS**
The Chief Executive Officer: Eerste River Hospital, Private Bag X5, Eerste River, 7103.

**FOR ATTENTIONS**
Ms N Wege

**NOTE**
No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

**CLOSING DATE**
16 March 2018

**POST 09/129**
PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)
Eden District

**SALARY**
Grade 1: R226 083 (PN-A2) per annum,
Grade 2: R278 052 (PN-A3) per annum,
Grade 3: R340 431 (PN-A4) per annum

**CENTRE**
Murraysburg Hospital

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years’ appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. Grade 3: A minimum of 20 years’ appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Good interpersonal skills. Proficient communication skills in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

**DUTIES**
(key result areas/outputs): Provide holistic nursing care to patients in a cost effective manner. Effective implementation of infection control policies and health and safety legislations. Effective utilisation of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training and research and data management. Provision of Support to Nursing Services.

**ENQUIRIES**
Dr A Muller, tel. no. (023) 414-8200

**APPLICATIONS**
To the District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

**NOTE**
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific
category with the relevant council (including individuals who must apply for change in registration status.)

CLOSING DATE : 16 March 2018

POST 09/130 : NURSING ASSISTANT GRADE 1 TO 3 (WARDS) (6 POSTS)
Chief Directorate; General Specialist and Emergency Services

SALARY : Grade 1: R116 625 (NA1) per annum
Grade 2: R138 027 (NA2) per annum
Grade 3: R164 796 (NA3) per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant. Registration with a professional council: Current valid registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years’ appropriate/recognised experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years’ appropriate/recognised experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to rotate throughout the wards. Competencies (knowledge/skills): Good interpersonal skills. Ability to work under pressure. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Assist patients with activities of daily living. Provide elementary clinical nursing care. Effective utilisation of resources to provide a safe environment to prevent safety hazards. Maintain professional growth and self-development. Adhere to the Code of Conduct and display the core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms GE Sellars, tel. no. (044) 802-4537
APPLICATIONS : The District Manager: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr T Mnyobe
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 23 March 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 19 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 09/131 : CHIEF WORKS INSPECTOR: BUILDING, REF NO. HS 2018-03

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S streams); or A N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ experience in a building environment; A valid driver’s licence. Recommendations: Good knowledge and working experience of the following: National Housing Code, Construction Industries Development Board (CIBD)
guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Costing of housing projects; Occupational Health and Safety Act (OCHSA); Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management.

Competencies: Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently and in a team under tight timelines and under pressure.

**DUTIES**
- Rendering support with regard to the management of housing projects (PHP, IRDP, CRU’s, Individual, Provincial and implementation of Occupational Health and Safety Act OCHSA by contractors);
- Monitoring and reporting of the progress of housing units;
- Provide project management support to the upgrading and maintenance of provincially owned assets;
- Render technical and administrative support;
- Evaluate plans submitted and write technical reports for all project applications received;
- Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities;
- Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players;
- Management of contractors undertaking maintenance work on departmentally owned properties.

**ENQUIRIES**
Mr A Adams at (021) 483 8784

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 09/132**
**SENIOR PROPERTY INSPECTOR, REF NO. HS 2018-04**

**SALARY**
R183 558 (Level 6)

**CENTRE**
Department of Human Settlements, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Intermediate/Occupational certificate) or equivalent qualification with a minimum of 3 years’ administrative experience; A valid driver’s licence. Recommendations: Report writing. Competencies: Knowledge of the following; PIE Act of 1998; ESTA Act (No. 62 of 1997); Housing Act 107 of 1997; Proven computer literacy (MS Office); Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Planning and organising skills; Adhere to the Batho Pele Principles.

**DUTIES**
- Responsible for the inspections and investigations of all the Departments rental units;
- Ensure that informal settlements do not expand;
- Monitor the removal of illegal structures; Liaison with external service providers, for example: Anti-land invasion unit, Law Enforcement and SAPS; Responsible for document collection as required by various sections within the Department.

**ENQUIRIES**
Mr MH Collison at (021) 826 5701

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**CLOSING DATE**
19 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 POST

POST 09/133 : ASSISTANT DIRECTOR: HEAD OF DEPARTMENT SUPPORT, REF NO. LG
2018-15, (12 MONTH CONTRACT POSITION)

SALARY : R334 545 per annum (Level 9), plus a 37% in lieu of service benefits.
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year appropriate tertiary qualification with a minimum of 6 years relevant experience. Recommendations: In depth knowledge and understanding of the relevant legislation/policies/prescripts and procedures; Excellent interpersonal relations. Competencies: Knowledge in the following: Latest advances in public management and administration; Public service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual Financial Manual; Human Resource Management; Broad knowledge of all aspects pertaining to line functions within the Department; Administration and financial management including budget control; Procurement and tender administration; High level of communication (verbal and written) and negotiation skills in at least two of the official languages of the Western Cape; Outstanding planning, organising and people management skills; Ability to perform functions politically and diplomatically; Proven computer literacy; Good interpersonal relations, strong leadership and ability to motivate staff.

DUTIES : Render administrative support services: Supporting the manager with the administration of the budget; Communication and liasoning: Liaise with various local government officials as well as the general public; Assist manager in the execution of its inter- and intra-governmental function; Render personal support to the HOD: Manage the diary of the HOD: Organise interviews, appointments and performances for and to the HOD; Control all documents for meetings, including cabinet; Management and supervision: Perform role of supervisor e.g. disciplining, performance management, mentoring and determining of workload and additional tasks.

ENQUIRIES : Ms D Benjamin at (021) 483 3938

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 19 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 09/134 : INDUSTRIAL PSYCHOLOGIST GRADE 1, REF NO. DOTP 2018-09

SALARY : R657 558 per annum (Level OSD as prescribed)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Master’s Degree in Industrial Psychology; Registration as an Industrial Psychologist with the Health Professions Council of South African (HPCSA); Valid Code 8 driver’s license. Recommendations: Experience in an assessment-related environment conducting competency assessments for selection and development purposes. Competencies: Knowledge in the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists; Employment Equity Act, 1998; Labour Relations Act, 1995; Promotion of Access to Information Act, 2000; Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Deciding and Initiating action; Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising.
**DUTIES**

- Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.

**ENQUIRIES**

Ms M van de Merwe at (021) 466 9724

**POST 09/135**

DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, REF NO. DOTP 2018-10

**SALARY**

R657 558 per annum (Level 11)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

- 3-year appropriate Tertiary qualification and a minimum of 3 years management experience. Recommendations: Experience working in the social/ behavioural sciences (HR/ OD/ Training) is recommended. Registration as a Clinical/ Industrial Psychologist would be advantageous. Competencies: Knowledge in the following: Policies and frameworks regarding to employee wellness programmes in the government; Quantitative and qualitative research methodologies; Latest advances in public management theory and practice; Deciding and Initiating Action; Analysing; Planning and Organising; Leading and Supervising; Relating and Networking; Working with People; Presenting and Communicating Information.

**DUTIES**

- Manage the Employee Health and Wellness unit; Establish and manage the transversal employee health and wellness contract; Engage stakeholders and partnerships in wellness to generate co-operation and collaboration; Identify priority areas through consultative and processes and designs and conducts impact research and corresponding awareness campaigns; Manage the execution of goals for the sub-directorate; Draw up business Plan of the Sub-directorate; Attendance of staff meetings, division head meetings, directorate meetings; Apply and maintain discipline in the sub-directorate; Mentor and coach team members of sub-directorate; Manage and administer the staff appraisal system/ process.

**ENQUIRIES**

Ms R Shade at (021 466 9708

**POST 09/136**

DEPUTY DIRECTOR: CHANGE MANAGEMENT, REF NO. DOTP 2018-13 (1-YEAR CONTRACT POSITION)

**SALARY**

R657 558 per annum (Level 11), plus 37% in lieu of service benefits.

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

- 3-year relevant Tertiary qualification with a minimum of 3 years middle management experience; a valid code 8 driver's license. Recommendations: None. Competencies: Knowledge in the following: Change management methodologies; Leadership and Organisational Culture; Project Management; Policies of the government of the day (national and provincial); Appreciative; Financial management prescripts; Deciding and Initiating Action; Relating and Networking; Applying Expertise and Technology; Persuading and Influencing; Analysing; Leading and Supervising; Presenting and Communicating Information; Planning and Organising.

**DUTIES**

- Manage the Change Management Capability Programme: Develop departmental change capability programmes; Support Departmental Project Offices with the Portfolio Change Management reporting; Manage vendor contracts; Perform the following on an advanced level and manage the staff who perform them: Develop change management strategies and implementation plans; Facilitate organisational behaviour interventions; Draft reports pertaining to findings of the recommended interventions; Advise on the design and planning of appropriate interventions; Manage the Change Management Communications initiatives.
Change management communication plans; Newsflashes, presentations, speeches and content of communication products in conjunction with line functionaries; Facilitate workshops with regards to change management initiatives; Language services pertaining to change management communiques.

ENQUIRIES: Ms Reygana Shade at (021) 466 9707

POST 09/137: WEB DESIGNER (USER EXPERIENCE DESIGNER): E-GOVERNMENT FOR CITIZENS (12 MONTH CONTRACT POSITION), REF NO. DOTP 2018-08

SALARY: R334 545 per annum - (Level 9) plus 37% in lieu of service benefits.
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: A 3-year National Diploma (or higher qualification in Human-Computer Interaction, Interaction Design or related field; A minimum of 3 years’ relevant experience.
Recommendations: User centred design process experience; User research experience. Competencies: User Interface Design principles; User-Centred Design Processes; Research / Analysis; Prototyping/design; Usability Testing Methodologies.
DUTIES: Implement advanced interaction design; Provide usability and user experience expertise across all channels and platforms; Ensure and implement universal accessibility for all users; Conduct heuristic and expert elevations; Develop personas, flows and journey maps; Implement and administer the Western Cape Government policy and UX guidelines.
ENQUIRIES: Mr L Essa at (021) 483 5182

POST 09/138: FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A), REF NO. DOTP 2018-05

SALARY: R334 545 per annum - (Level 9)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: 3-year Tertiary qualification in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years’ experience in conducting forensic investigations; A valid Code B driver’s licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; The Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation; Experience in Local Government sphere. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Planning and execution of forensic investigations and managing multiple investigations at the same time, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.
ENQUIRIES: Ms Deirdre Viljoen at (021) 483 4701

POST 09/139: FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B), REF NO. DOTP 2018-06

SALARY: R334 545 per annum (Level 9)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: 3-year Tertiary qualification in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years’ experience in conducting forensic investigations; A valid Code B driver’s licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; The Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation; Experience in Local Government sphere. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations;
Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Planning and execution of forensic investigations and managing multiple investigations at the same time, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

**ENQUIRIES**
Ms Deirdre Viljoen at (021) 483 4701

**POST 09/140**
ASSISTANT DIRECTOR: CREATIVE DESIGN, REF NO. DOTP 2018-16

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

**CENTRE**
Department of the Premier, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification; A minimum of 5 years' design experience with a minimum of 3 years' supervisory experience; A valid Code B driver’s license; Furthermore, in order to be considered for this position you are required to indicate a link where your profile can be assessed. This is part of the shortlist process. Recommendations: Brand Management and/or development experience; Proven and demonstrable skills in Designing, Illustration and Photography.

**Competencies:**
Thorough knowledge of design and colour theory; Advanced knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator); Thorough knowledge of design principles, techniques and tools; Multi-tasking and working under pressure; Staff Management skills.

**DUTIES**
Render a Graphic Design service to the Western Cape Government; Provide an oversight role to creative work produced outside of Corporate Communication; Manage the design and photography service within Corporate Communication.

**ENQUIRIES**
Mr S du Plessis at (021) 483 3139

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**PROVINCIAL TREASURY**

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**CLOSING DATE**
19 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.

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**OTHER POST**

**POST 09/141**
SYSTEM MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS, REF NO. PT 2018-01

**SALARY**
R657 558 per annum (Level 11)

**CENTRE**
Provincial Treasury, Western Cape Government

**REQUIREMENTS**
3-year Tertiary qualification with a minimum 6 years’ relevant experience in financial administration systems; A valid driver’s licence. Recommendations: Experience in managing a Logistical Information System (LOGIS); Management of staff and major ICT system projects; Support and maintenance of financial systems like LOGIS. 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:
Knowledge of the following: Public sector financial management (PFMA, NTR, PTI's); Public sector SCM legislation and policy frameworks; Public sector Personnel Management; SITA Act; SAQA and NQF legislation; SCOA; Experience in the following: Co-ordination of financial system training & change management; System data analytics; People management; Budgeting skills; Computer literate MS (Word, Excel, PowerPoint, Internet, Email).

ENQUIRIES:
Mr A Mazomba at (021) 483 5670

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE:
19 March 2018 @ 16:00

NOTE:
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OTHER POSTS

POST 09/142:
SOCIAL WORK MANAGER: METRO EAST REGION,(KHAYELITSHA) REF NO. DSD 2018-23

SALARY:
R712 827 per annum (as prescribed by OSD)

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; Compulsory registration with SACSSP as a Social Worker; with a minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendations: None A valid driver’s licence. Competencies: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

DUTIES:
Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social work research and development are undertaken; Perform and ensure that all the administrative functions required in the unit is performed.

ENQUIRIES:
Ms M Harris at (021) 812 0921

POST 09/143:
SOCIAL WORK SUPERVISOR: METRO EAST, (KHAYELITSHA) REF NO. DSD 2018-24

SALARY:
R341 322 per annum (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government

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**REQUIREMENTS**

Formal tertiary qualification in Social Work (e.g. 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: A valid driver's license. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

**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 M Harris at (021) 812 0921

**POST 09/144**

**MONITORING OFFICER: QUALITY ASSURANCE AND MONITORING, REF NO. DSD 2018-21**

**SALARY**

R281 418 per annum (Level 8).

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification with a minimum of 3 years' administrative experience. Recommendations: None. Competencies: Knowledge in the following: Facility Management and inspectorate regimes; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Strong conceptual and formulation skills; Outstanding planning, organising and People Management skills.

**DUTIES**

Develop relevant strategies and formulate relevant policies to ensure the necessary judiciary functions are executed; Design standardised templates for execution of audits; execute internal and external audits; Compile reports and make recommendations in terms of rectification; Establish and foster relationships with stakeholders both internal and external; Regular monitoring meetings with stakeholders during the rectification process; Perform compliance and risk management services for the department and identify and report on risks; Conduct surveys as required; Administrate a Risk Management register for the Department in terms of facilities.

**ENQUIRIES**

Mr Z Ziervogel at (021) 202 9241

**POST 09/145**

**ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT, REF NO. DSD 2018-26**

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Appropriate B-degree with a minimum of 1 year administration experience. Recommendations: None Competencies: Knowledge in the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector.

**DUTIES**

Provide effective office administrative and management support services to the component: Maintain and control leave and asset register for the component;
Arrange for equipment to be fixed, served and/or ordered; Develop and maintain an efficient and effective filling system for the component; Provide budget support to the component; Control and maintain register of accounts against line items of the components budget; Provide administrative support with respect to audit queries received by the components; Maintain and assist with implementation of the components monitoring and evaluation system; Develop and maintain a comprehensive database of networks, services providers and projects/programmes funded by the component; Record the results of all project/programme proposal assessment.

ENQUIRIES

Mr L Goosen at (021) 202 9251

POST 09/146

EDUCATION OFFICER: LINDELANI EDUCATION, REF NO. DSD 2018-25

SALARY

R226 611 per annum (Level 7).

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

4-year qualification in Education (CAPS Trained); A minimum of 1-year experience as an Educationalist/Educator. Recommendations: None. Registered with SACE; Experience in the following: Teaching Foundations Phase/Intermediate Phase; Teaching academic as well as practical subjects, as well as presenting extra mural activities and/or sports coaching; Teaching learners with special educational needs; Working with behaviourally challenging youth will be an advantage; Ability to communicate and facilitate in Afrikaans and English. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge in the following: Public service procedures; People Management processes; Labour relations; Financial Management; Project Management; Influencing, Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Interpersonal relations skills; Proven computer literacy in MS Office; People resource planning; Presentation skills.

DUTIES

Implementation of policies and procedures relating to education, in compliance with departmental legislation; Implement induction programme to newly admitted offenders; Enhance the participation of the learners at the facility in sport, recreation, arts and culture programmes and service; Provide information and training to participants; Develop and implement policies and procedures to assist children in the facility with additional/further studies, including: Gathering of information on potential bursaries and scholarships; Treatment of children within the facility; Submit recommendations regarding children within the facility to Institutional Committees.

ENQUIRIES

Ms M Jonkerman at (021) 865 2634

POST 09/147

ADMINISTRATION CLERK: ECD AND PARTIAL CARE, REF NO. DSD 2018-20

SALARY

R152 862 per annum (Level 5)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

Grade 12 (Senior Certificate or equivalent qualification) with appropriate experience in an administrative environment. Recommendations: None. Competencies: Good understanding of administration within an office environment; Planning and organising skills; Interpersonal skills; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office.

DUTIES

Provide the following support services: Clerical support; Supply chain clerical support; Personnel administration; Financial administration.

ENQUIRIES

Ms S Kaas at (021) 483 2413

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

OTHER POSTS

POST 09/148

CHIEF ARCHITECT, GRADE A: EDEN/ KAROO/ WINELANDS EDUCATION (REGION 3), REF NO. TPW 2018-28

SALARY

R805 806 per annum (OSD as prescribed).

CENTRE

Department of Transport and Public Works, Western Cape Government
**REQUIREMENTS**
Degree in Architecture or relevant qualification; Registration with South African Council Architectural Profession (SACAP) as a professional Architect; A minimum of 6 years post qualification experience; A valid driver’s licence. 

**DUTIES**
Perform architectural activities on buildings, structures and facilities; Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to relevant norms and standards; Provide architectural advice and technical support; Ensure the adoption of technical and cost effective architectural design strategies; Develop architectural related policies methods and strategies; Provide solutions on non-compliance of building performance and quantity determination; Review design solutions including project and cost plans and estimates submitted by building designers.

**ENQUIRIES**
Mr A Nieuwoudt at (021) 483 2839

**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)

**NOTE**
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**CLOSING DATE**
19 March 2018 @ 16:00

**POST 09/149**
CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT: VREDENDAL, REF NO. TPW 2018-03

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

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
3-year appropriate tertiary qualification with a minimum of 3 years’ experience in Financial Accounting. Recommendations: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment; Vehicle inspections; Driving skills; Communication (written and verbal) skills in two of the three official languages of the Western Cape.

**DUTIES**
Manage the implementation of operational law enforcement plan; Ensure effective and efficient leadership; Management of service delivery improvement; Management of Human Resources; Financial Management; Ensure effective and efficient Asset Management.

**ENQUIRIES**
Mr FN Payne at (021) 483 6085

**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)

**NOTE**
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**CLOSING DATE**
19 March 2018 @ 16:00

**POST 09/150**
CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT: CALEDON, REF NO. TPW 2018-01

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

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
Relevant 3 year Degree/Diploma or equivalent qualification; 7-10 years working experience in the traffic law enforcement field; 3-5 years supervisory experience; No criminal record; All valid relevant driving licenses (A and EC).
Recommendations: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment; Vehicle inspections; Driving skills; Communication (written and verbal) skills in two of the three official languages of the Western Cape.

**DUTIES**
Manage the implementation of operational law enforcement plan; Ensure effective and efficient leadership; Management of service delivery improvement; Management of Human Resources; Financial Management; Ensure effective and efficient Asset Management.

**ENQUIRIES**
Mr FN Payne at (021) 483 6085

**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)

**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.

**CLOSING DATE**
19 March 2018 @ 16:00

**POST 09/151**: ASSISTANT DIRECTOR: FINANCE, REF NO. TPW 2018-31

**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’ experience in Financial Accounting. Recommendations: A valid driver’s licence; Accounting experience / SCOA knowledge; Compilation of financial statements. Competencies: Knowledge in the following: Government Financial Systems (BAS / LOGIS / PERSAL /SCOA); PFMA and Reporting Frameworks (MCS); Computer literate (Excel and Word); Financial and analytical reconciling skills. Communication (verbal and written) skills in at least two of the three official languages.

**DUTIES**
Manage/maintain policy and ensure the clearance of balances in the assets and liabilities accounts, as well as the provision of asset and liability information for IYM/IFS/AFS reporting requirements; Manage/maintain policy and ensure effective and efficient cash management of the department (PMG account); Manage/maintain policy and ensure effective and efficient banking operations of the department; Manage/maintain policy and ensure effective and efficient Bookkeeping and Claims operations of the department; Manage and ensure adjustments of allocations of the department in relation to Expenditure / Revenue / Assets and Liabilities are performed timely; Manage performance /team discipline / leave of section.

**ENQUIRIES**
Mr G Pretorius at (021) 483 5277

**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)

**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.

**CLOSING DATE**
19 March 2018 @ 16:00

**POST 09/152**: LOGISTIC OFFICER: LOGISTICS, REF NO. TPW 2018-12

**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. Recommendations: A valid driver’s licence; Accounting experience and SCOA knowledge. Competencies: Knowledge in the following:
Accounting; SCOA; PFMA; Principles in planning, resource allocation, human resources, leadership, production methods and Quality control; Proven computer literacy; Communication (written and verbal) in at least two of the official languages of the Western Cape; Supervisory skills.

**DUTIES**

Utilise the logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance applicable legislative requirements; Utilise LOGIS effectively for provisioning, stock control and reporting in compliance with user and legislative requirements; Comply with departmental policies and procedures and applicable legislative requirements, including: Ordering, Receiving and distribution of goods; Management of inventory and warehousing, and accounts payable; Manage performance of those responsible for functions of the unit: Determine work schedules and assignments for all activities and work, Monitor and quality assure work, Conduct performance reviews of team member; Manage team discipline and leave.

**ENQUIRIES**

S Andrews at (021) 483 5180

**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)

**NOTE**

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**CLOSING DATE**

19 March 2018 @ 16:00

**POST 09/153**

CHIEF REGISTRY CLERK: GOVERNMENT MOTOR TRANSPORT, REF NO. TPW 2018-19

**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' experience in a registry environment; A valid driver’s licence. Recommendations: Qualification in Archives or Record Management; Leadership/supervisory experience. Competencies: Knowledge of the following: Registry functions, Records/document management systems, processes and procedures; Communication (written and verbal) skills in at least two of three official languages in the Western Cape; Ability to work independently within a team; Ability to work with a high degree of accuracy and care under pressure; Good interpersonal skills; Proven computer literacy in MS Office Package.

**DUTIES**

Effective and efficient Operational Management of Registry/Archives; Effective and efficient Operational Management of messenger services; Supervise the processing of documents for archiving and disposal; General administrative duties; Human Resource Management.

**ENQUIRIES**

Mr A Gericke at (021) 467 4729

**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)

**NOTE**

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**CLOSING DATE**

19 March 2018 @ 16:00

**POST 09/154**

PORTFOLIO OFFICER: PROPERTY MANAGEMENT (2 POSITIONS AVAILABLE), REF NO. TPW 2018-23

**SALARY**

R226 611 per annum (Level 7).

**CENTRE**

Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A Senior Certificate (or equivalent qualification) with a minimum of 6 year property related experience. Recommendations: None. Competencies: Knowledge of applicable policies and procedures; Management principles; Public service procedures; Knowledge of HRM processes; Labour relations; Financial management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to impact and influence others; Reliable and self-motivated; Ability to work in a team and develop others.

DUTIES: Maintain a complete record of valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all leasing-out and update lease management system in respect of all immovable assets within the portfolio; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincial immovable assets; Effect municipal utilities payments; Compile BAS documentation; Ensure correct amount due are paid; Effect timeous payment of municipal utilities within 30 day period; Perform debt management and credit control functions; Assist with budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Mr M Nyali at (021) 483 3370

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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.

CLOSING DATE: 19 March 2018 @ 16:00

POST 09/155: ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT: MANAGEMENT SUPPORT SERVICES (2 POSTS), REF NO. TPW 2018-15

SALARY: R152 862 per annum (Level 5)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 months experience in an Office environment; A valid driver's licence. Recommendations: None. Competencies: A good understanding of the following: Constitution of the Republic of South Africa, 1993 (Act 200 of 1993); Western Cape Constitution, 1998 (Act 1 of 1998); National Treasury Regulations; Western Cape Provincial Treasury Directives; Public Service Regulations; Disciplinary and Grievance Procedures; Departmental Preferential Procurement Policy; Government Motor Transport Administration; Proven computer literacy in MS Office; Communication (written and verbal) in at least two of the official languages of the Western Cape; Office planning skills.

DUTIES: Procurement of Assets and Expenses for Management Support Services; Act as secretariat at section and security meetings; Update GMT Internal Directory; Control parking for GMT Staff, Service Providers and Visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; General Administration; GMT Maintenance.

ENQUIRIES: Mr M Nyali at (021) 483 3370

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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.
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CLOSING DATE : 19 March 2018 @ 16:00

POST 09/156 : MESSENGER: GOVERNMENT MOTOR TRANSPORT, REF NO. TPW 2018-20

SALARY : R90 234 per annum (Level 2)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Read and write; Valid Code 8(B/EB) driver’s license. Recommendations: None.
Competencies: Government Motor Transport administration; Good interpersonal telephonic skills; Competency in at least two of the official languages dominant in the Western Cape Province; Organizational skills; Ability to accept responsibility

DUTIES : Collecting and Delivering of Mail and Documentation; Keeping of Registers; Assistance to Archive Clerk

ENQUIRIES : Mr A Gericke at (021) 467 4729

APPLICATIONS : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. If you want to hand deliver the application, please use the following address: Attention: Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499.
Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

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.

CLOSING DATE : 19 March 2018 @ 16:00