PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2018
DATE ISSUED: 26 APRIL 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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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS

Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria.

FOR ATTENTION

Mr A Tsamai

CLOSING DATE

11 May 2018

NOTE

Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

MANAGEMENT ECHELON

POST 17/01

CHIEF DIRECTOR (REF NO: 140942/1)

Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring

SALARY

All-inclusive remuneration package of R1 127 334 per annum

CENTRE

Pretoria

REQUIREMENTS

An appropriate recognised three (3) year Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5-10 years experience at Senior Management level and in high-level planning and management. The successful applicant will be expected to have extensive knowledge of, and insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statements (CAPS) for Grades R to 12. Skills: Strategic capability 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.

DUTIES

The successful candidate will perform to provide strategic leadership, management, guidance and support to the Chief Directorate: Curriculum Implementation and Monitoring, in its objective to improve the quality of basic
education for the 0-4 year olds in Grades r to 12 through improving teacher capacity and practices. Increase learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Collaborate with state institutions, National and international bodies as well as NGOs; Develop and ensure implementation of Norms and Standards in line with section 3and 8 of the National Education Policy Act; Strengthen School Based Assessment to enhance teaching practice; Develop and implement a strategy to promote the utilization of data to enhance quality and efficiency; Develop and implement business processes on the work done to inform Norms and Standards; Improve the quality of Early Childhood Development (ECD); Improve the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through the Grade 1 to 9 phases of school; Improve access to Inclusive Education; Ensure that all children remain effectively enrolled in school up to the year in which they turn 15; The incumbent will be responsible for the development and maintenance of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increase the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and Increase the number of Grade 12 learners who became eligible for a Bachelor’s programme at University.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane -012 357 3297

POST 17/02 : CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION (REF NO: 140942/5)
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication

SALARY : All-Inclusive remuneration package of R1 127 334 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised three (3) year Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5-10 years experience at senior managerial level. Experience in the communication field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.

DUTIES : The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient delivery of communication services to the Ministry and the Department of Basic Education. Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education. Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments. Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education. Build and sustain a positive reputation for the Ministry and the Department of Basic Education. Effectively manage unplanned and urgent communication matters for the Ministry and the Department of Basic Education. Respond timeously to deadlines and to provide quality inputs into matters that affect the Ministry and the Department of Basic Education. Ensure that the delegated tasks and assignments from the Minister, the Deputy Minister, the Director-General, HEDCOM, and CEM, aimed at enhancing the programmes and projects within the Department of
Basic Education and the Provincial Education Departments, are undertaken. Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education, as well as the relevant Public Service and Administration Policies and the PFMA.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

POST 17/03 : DIRECTOR (REF NO: 140942/2)
Branch: Planning and Delivery Oversight Unit
Chief Directorate: Implementation Monitoring Support
Directorate: School Level Policy and Implementation Support

SALARY : All-inclusive remuneration package of R948 174 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognised by SAQA in education with 5 years of experience at a middle or senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have eight (8) years experience of high-level strategic planning processes, human resource management and financial management. Applicants must have extensive and relevant knowledge relating to the work of districts within the Basic Education sector. The other requirements for the post are the following: Extensive and sound knowledge of education policies; Ability to manage teams of people; Good communication and report writing skills; Ability to co-ordinate and manage the finances of the Directorate in line with PFMA and procurement processes; Good computer skills including Ms Word, Ms Excel, Ms Power Point and MS Access; Ability to work under pressure; a valid driver’s licence and willingness to travel.

DUTIES : The incumbent will be expected to: Conceptualise appropriate school intervention programs to improve learning outcomes; Coordinate national initiatives targeting school improvement; Lead, manage and monitor specialist intervention programs towards improved school performance and effectiveness; Create national platforms for the sharing of best practices through conferences, seminars etc.; Identify, record and replicate best practices and models to improve school effectiveness; Provide biennial reports on impact of school improvement interventions and strategies being implemented; Assist with the coordination of national initiatives targeting schools; Maintain a database of specialists and interventions working in schools in all districts.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

POST 17/04 : DIRECTOR (REF NO: 140942/3)
Branch: Office of the Director General
Chief Directorate: Media Liaison and National and Provincial Communication Directorate: Intergovernmental Relations, Community Liaison and Publications

SALARY : All-inclusive remuneration package of R948 174 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three (3) year Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least five (5) years’ experience at middle or senior management level. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; and 8 years proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills; proven practical and relevant experience in photography and videography; excellent writing and editing skills; excellent interpersonal skills; planning, organising, financial management and project management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS...
PowerPoint, MS Outlook, Internet Explorer); and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver’s licence and be willing to travel and work long hours including weekends. Candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership skills with proven knowledge and experience in managing personnel.

The incumbent will be expected to provide strategic advice and analysis on matters of intergovernmental relations and community liaison; Work to enhance inter-sectoral collaboration and play a key role in the advancement of the Department of Basic Education’s priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, Provincial Education Departments and statutory bodies; Lead the development of the Department of Basic Education’s overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education; Promote intergovernmental co-operation and community liaison through approved protocols; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the management of the HEDCOM Sub-Committee on Communications; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, videography and internal-communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education’s priorities; Lead the development of the Department of Basic Education’s overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter; Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

ENQUIRIES
Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

POST 17/05
DIRECTOR (REF NO: 140942/4)
Branch: Finance and Administration
Directorate: Staffing Services and HR Support to Provinces

SALARY
All-inclusive remuneration package of R948 174 per annum

CENTRE
Pretoria

REQUIREMENTS
The candidate must have 3 years appropriate Bachelor’s degree or equivalent qualification. At least five (5) years experience at Middle/Senior Management level and ten (10) years proven experience in management of Human Resources. He/ She must have a thorough understanding of the Government regulatory framework and processes and knowledge of Human Resource legislation and policies. Demonstrate knowledge of the Public Services Act, Public Service Regulations, Employment of Educators Act, Employment Equity...
Act, Skills Development Act, Basic Conditions of Employment Act and Public Finance Management Act. Knowledge of Recruitment and Selection processes, Personnel Administration, Salaries Management as well as the Performance Management Development System (PMDS) is essential. Managerial leadership ability and strong interpersonal, communication and writing skills are required. The following competencies are essential: Understanding of the education sector. Knowledge and experience in human resource systems e.g. PERSAL and BAS. Ability to ensure cost-efficiency of the personnel budget.

**DUTIES**

The successful candidate will perform the following functions: Provide strategic leadership on matters relating to human resources. Develop HR policies. Manage human resources planning and provisioning. Manage recruitment and selection and personnel administration. Manage the compensation budget and related matters. Advise and consult with management as well as relevant sector bodies on HR planning, recruitment and selection principles and practices relevant to the Department. Oversee that the right people are attracted, screened, selected and placed to support the strategic objectives of the Department’s core business. Manage organizational Structure of the Department. Manage Performance Agreements of SMS and Financial Disclosure of Interest (FDI). Support Provincial Education Departments on HR related matters.

**ENQUIRIES**

Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

**OTHER POSTS**

**POST 17/06**

CHIEF EDUCATION SPECIALIST (INTERMEDIATE AND SENIOR PHASE MATHEMATICS- GRADE 4-9) REF NO: DBE/16/2018

Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Curriculum Implementation and Quality Improvement (GET)

**SALARY**

All-inclusive remuneration package of R812 724 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must have a recognized 3 or 4 year qualification specialisation in Mathematics Intermediate Phase or Senior Phase. Applicants must be registered with SACE as a professional educator. The applicant must have at least 9 years’ in the teaching field, including management experience in the Intermediate or Senior Phase Mathematics subject, and supporting and supervising teachers in a province, district/s or circuit/s. A specialised qualification in teaching Mathematics in the Intermediate and Senior Phases (Grades 4-9) would be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for the General Education and Training (GET) band, Grades R-9. Sound knowledge of issues, challenges and initiatives pertaining to teaching and learning as well as promotion and progression policies in South Africa are essential. It is required that the applicant will have proven research and development skills, strategic planning, verbal and written communication skills, ability to work in a team, knowledge of project management, experience in policy making processes, management of budgets, computer literacy, and sound knowledge of and experience in the development of curriculum and assessment in the Mathematics subject. The applicant must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning of the Mathematics subject.

**DUTIES**

The incumbent will be a curriculum specialist in Mathematics, capable of strategic leadership in the education system including: Strategic Management of the Curriculum in the Intermediate and Senior Phases in terms of legislation and policy for the GET band; monitor, evaluate and appraise the implementation of the Curriculum and Assessment Policy Statements (CAPS) for the Mathematics subject; liaise with Provincial Departments of Education to render professional assistance in capacity building related to learning, teaching and assessment in the Mathematics subject; conceptualise, design
and manage projects for the Mathematics subject within the Department’s line function; engage with relevant role players and stakeholders; develop materials for the Mathematics subject; write reports, submissions, speeches and policy documents; and any other duties deemed necessary and appropriate from time to time.

ENQUIRIES
Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

NOTE
Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/07
DEPUTY DIRECTOR REF NO: DBE/13/2018
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication Directorate: Media Liaison

SALARY
All-inclusive remuneration package of R779 295 per annum

CENTRE
Pretoria

REQUIREMENTS
An appropriate recognised three (3) year Bachelor’s Degree or National Diploma qualification in Communication, Journalism or an equivalent qualification in a related field from an accredited institution. At least four (4) years’ experience at supervisory level. Candidates must have six (6) years proven practical relevant experience in external communication with a strong traditional and new media focus; excellent writing skills and an impeccable command of the English language; a very good understanding of South African and International media houses, new media platforms and environments; sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Candidates must have proven broad communications experience in online communications; print and publications, public speaking; media and stakeholder relations; and graphic design and branding. Knowledge and skills in formulating and writing reports are essential. Must be computer literate (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer). Ability to lead a team and liaise with supervisors, peers, internal clients, partners and service providers. The applicant must be able to plan, organise, meet deadlines and work under pressure. Must be in possession of a valid driver’s licence. Must be willing to travel and work long hours including weekends. Must be able to work well in a team. Knowledge and experience in Financial and Personnel management is required.

DUTIES
The successful candidate will be expected to lead the development of the Department of Basic Education’s overall media liaison and new media communication strategy to support the sector in the advancement of information on key policy and programme initiatives; Manage the media liaison function in support of the Director and Chief Director, which is inclusive but not restricted to the following deliverables; Manage the implementation of a media queries system and the daily, weekly, monthly and quarterly reports of the system; Develop sound responses to media enquiries; Liaise with the media on a daily basis; Ensure effective media coverage on key policy and programme initiatives; Manage the drafting of media advisories and statements; Manage the research process to ensure the correct content and relevant information is sourced; Support the Chief Director in key meetings where required in order to obtain relevant information for dissemination through media advisories and statements; Manage all interview requests; Strategically advise the Chief Director and Director-General on all interview requests received; Draft briefing notes for all interviews; Manage the media database to ensure that it is updated on a monthly basis; Manage the reporting of all interview requests on a daily, weekly, monthly and quarterly basis; Draft broadcast plans as and when required; Develop proactive media plans for key policy and programme initiatives; Manage and oversee media engagement activities; Promote and develop external communication activities; Arrange press conferences and media briefings; Render a journalist function for internal and external Departmental publications, opinion pieces and letters to the editor; Manage the Department of Basic Education’s Social Media Platforms; Improve and increase the Department’s quality and presence on all relevant
social media platforms; Draft Social Media Communications Plans for each campaign; Conduct Social Media Research and keep abreast of industry and sector-specific trends; Manage the reporting of social media trends on a daily, weekly, monthly and quarterly basis; Manage the implementation of a social media queries system and the daily, weekly, monthly and quarterly reports of the system; Manage and place social media posts on all Departmental Social Media Platforms; Manage all administrative and content requirements for any advertising that is done for key policy and programme initiatives; Manage personnel and service providers and Provision of general strategic communications support to the Chief Director.

ENQUIRIES:
Mr A Tsamai -012 357 3321/ Ms M Thubane -012 357 3297

NOTE:
Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/08: DEPUTY DIRECTOR (INTERGOVERNMENTAL RELATIONS AND COMMUNITY LIAISON) REF NO: DBE/15/2018

Directorate: Intergovernmental Relations, Community Liaison and Publications

SALARY: All-inclusive remuneration package of R779 295 per annum

CENTRE: Pretoria

REQUIREMENTS:
An appropriate recognised three (3) year degree qualification in Communication or an equivalent qualification in a related field from an accredited institution. At least four (4) years experience at supervisory level. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; and 6 years proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus; excellent writing and editing skills; excellent interpersonal skills; proven planning, organising and project management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer); and the ability to work accurately and independently. Candidates must also have sound interpersonal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver’s licence and be willing to travel and work long hours including weekends. Candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership skills with proven knowledge and experience in managing personnel.

DUTIES:
The incumbent will be expected to provide strategic advice and analysis on matters of intergovernmental relations and community liaison; Work to enhance inter-sectoral collaboration and play a key role in the advancement of the Department of Basic Education’s priorities; Support the Director and Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Develop the Department of Basic Education’s overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinate intergovernmental relations and community liaison activities for the Department of Basic Education; Promote intergovernmental co-operation and community liaison through approved protocols; Support the Director on facilitating inter-sectoral intergovernmental and community liaison cooperation; Manage of the HEDCOM Sub-Committee on Communications; Assist the Director with the attendance and management of inter-governmental forums; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

ENQUIRIES:
Mr A Tsamai -012 357 3321/ Ms M Thubane -012 357 3297
NOTE: Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/09: ASSISTANT DIRECTOR (MEDIA LIAISON) REF NO: DBE/14/2018

SALARY: All-inclusive remuneration package of R417 552 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognised Bachelor's Degree or National Diploma in Communication, Journalism or an equivalent qualification in a related field from an accredited institution. At least three (3) years' relevant experience in media liaison. Candidates must have extensive proven practical experience in external communication; excellent writing skills and an impeccable command of the English language; a very good understanding of South African and International media houses; sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Candidates must have proven in-depth knowledge and understanding of the Basic Education Sector. Knowledge and skills in formulating and writing reports are essential. Must be computer literate (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer). Ability to lead a team and liaise with supervisors, peers, internal clients, partners and service providers. The applicant must be able to plan, organise, meet deadlines and work under pressure. Must be in possession of a valid driver's licence. Must be willing to travel and work long hours including weekends. Must be able to work well in a team. Knowledge and experience in Financial and Personnel management is required.

DUTIES: The incumbent will be expected to assist the Deputy Director, Director and Chief Director with the development of the Department of Basic Education's overall media liaison and new media communication strategy to support the sector in the advancement of information on key policy and programme initiatives; Support the implementation of the media liaison function, which is inclusive but not restricted to the following deliverables; Implementation of a media queries system and the daily, weekly, monthly and quarterly reports of the system; Draft sound responses to media enquiries; Liaise with the media on a daily basis; Assist with effective media coverage on key policy and programme initiatives; Drafting of media advisories and statements; Conduct research to ensure the correct content and relevant information is sourced; Manage interview requests; Draft briefing notes for all interviews; Update the media database on monthly basis; Report on all interview requests on a daily, weekly, monthly and quarterly basis; Draft broadcast plans as and when required; Draft proactive media plans for key policy and programme initiatives; Arrange media engagement activities; Implement external communication activities; Arrange press conferences and media briefings; Implement daily media monitoring system and the daily, weekly, monthly and quarterly analysis reports; Manage administrative and content requirements for any advertising that is done for key policy and programme initiatives; Manage personnel and service providers; and Provision of general strategic communications support to the Deputy Director, Director and Chief Director.

ENQUIRIES: Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297
NOTE: Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/10: STATE ACCOUNTANT (SYSTEM CONTROLLER) REF NO: DBE/03/2018
Branch: Finance and Administration
Chief Directorate: Financial Services, Security, and Asset Management, Logistical Services and Internal Audit
Directorate: Financial Services
SALARY: R226 611 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in a possession of a Senior Certificate; A three years Bachelor's degree or National diploma with accounting as a subject will be an added advantage; 2 years experience in the financial system control
environment; The following will serve as strong recommendations: In depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Financial Statements reporting framework; Extensive experience in BAS; In depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge of the BAS control functionalities. Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word); ability to work under pressure with strict deadlines.

**DUTIES**

The successful candidate will be expected to handle documents and information with strict confidentiality; the responsibilities of the appointee will entail the maintenance of BAS; maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; ensuring that all relevant security checks are done on a regular basis on BAS; track payment of invoices on the system to ensure that they are authorised within 30 days; identify and Institute corrective measures for financial system risks; compile the quarterly and annual financial statements; monitor proper integration of the financial systems and enhance training and capacity development of BAS users; enhance the awareness of the BAS in the Department, the appointee will be required to assist with reconciliations of Infrastructure projects; and Develop and update policies within the section.

**ENQUIRIES**

Mr A Tsamai -012 357 3321 / Ms M Thubane -012 357 3297

**NOTE**

Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.
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.

CLOSING DATE : 18 May 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, could expect 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 17/11 : SENIOR AUDITOR REF NO: 23889/01

SALARY : An all-inclusive remuneration package of R948 174 per annum (Level 13). 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 (NQF Level 7) in Internal Auditing or equivalent qualification as recognised by SAQA. Five years experience in the Internal Auditing field at middle/senior management level (applicants must indicate their level of management experience). Technical competencies: Operational and Information Technology Audits, Treasury Audits, Risk Management and Auditing Practices, the Public Finance Management Act and Corporate Governance.

DUTIES : The incumbent will perform the following duties: Identify, analyse and manage all financial risks faced by the Department at strategic and operational level. Develop and implement the rolling out of the strategic internal audit plans.
Institute procedures that ensure that internal audit work complies with quality assurance standards set for the Department by the Auditor-General, Treasury Regulations and the PFMA as well as the Standard of the Professional Practice of Internal Auditing and the Code of Ethics of the Institute of Internal Auditors. Review the main audit findings on the Department and effect corrective actions. Provide the Director-General and the Audit Committee with critical, honest and strategic information about the Department’s operational risk. Liaise with the Office of the Director-General, External Auditors and National Treasury in respect of internal audit performance. Engage and supervise audit service providers and service level agreements.

ENQUIRIES: Ms N. Bembe, Tel No: (012) 334 0959
APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta09@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION: URS Response Handling, Tel No: 012 811 1900

OTHER POST

POST 17/12: DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: 23899/01

SALARY: An all-inclusive remuneration package of R657 558 per annum (Level 11)
CENTRE: Pretoria

DUTIES: The incumbent will perform the following duties: Manage the submission of the Performance Agreements and Assessments. Manage the convening of the Departmental Moderating Committee. Manage the performance assessment outcomes. Manage the submission of compliance reports.
ENQUIRIES: Ms Charlotte Shibane, Tel No: 012 334 0531.
APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta10@ursonline.co.za; or via fax: 086 415 5709.
FOR ATTENTION: URS Response Handling, Tel No: 012 811 1900
DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).

CLOSING DATE: 14 May 2018 @ 15h45

NOTE: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.
MANAGEMENT ECHELON

POST 17/13 : REGIONAL COMMISSIONER REF NO: HO 2018/04/01

SALARY : R1 395 657 all-inclusive package
CENTRE : Eastern Cape region

DUTIES : The successful candidate will sign a performance agreement with the National Commissioner and will be in control of the Eastern Cape Region as Accounting Officer. He/she will be responsible for rendering expert advice to the National Commissioner on the functioning of the Region in terms of the corrections system. To this end, he/she will be responsible for overseeing and providing strategic leadership on the work of the department in the areas of incarceration and corrections, rehabilitation, care and social reintegration of offenders/inmates, manage financial and corporate services and oversee the coordination of area management services in the Eastern Cape Region. He/she will be responsible for the development and articulation of the overall strategy of the Region in line with the priorities of government and the Department. As the Head of the Region, he/she will be responsible for ensuring the attainment of the goals of the Department of Correctional Services enunciated in the RSA Constitution and other legislation, including the Correctional Services Act, the White Paper on Corrections in South Africa as well as the White Paper on Remand Detention. The successful candidate will have to ensure the existence of effective governance systems in the Region to ensure compliance with the Public Finance Management Act and provide strategic direction on all key policy issues that confront the Department of Correctional Services. Further responsibilities include maintenance of sound relations with internal and external stakeholders at regional level, including oversight bodies such as Cluster Committees, the Auditor General of South Africa (AGSA), the Office of the Inspecting Judge and the Correctional Supervision and Parole Boards. Coordinate the effective risk management activities to ensure compliance to the Risk Management and fraud prevention of DCS. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES : Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
NOTE : Appointment under the Correctional Services Act.

POST 17/14 : DEPUTY REGIONAL COMMISSIONER REF NO: HO 2018/04/02

SALARY : R1 147 632 all-inclusive package
CENTRE : KwaZulu-Natal region
Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). 

Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.


ENQUIRIES: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE: Appointment under the Correctional Services Act.

POST 17/15: DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2018/04/03

SALARY: R1 147 632 all-inclusive package
CENTRE: Durban Management Area

DUTIES: Oversee the effective functioning of Incarceration and Corrections, Parole Boards, Corporate Services, Development Programs, Care Services, Correctional Centres and Community Corrections within the Management Area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the Management Area. Establish and maintain effective relationships with key stakeholders within the geographical location of the Management Area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

ENQUIRIES: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE: Appointment under the Correctional Services Act.

POST 17/16: DIRECTOR: FORMAL EDUCATION REF NO: HO 2018/04/04

SALARY: R965 250 all-inclusive package
CENTRE: National Head Office
REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA in Education and Training or equivalent. [5] Years’ experience at a middle/senior managerial level in a comparable environment. Computer literacy. Valid

DUTIES: Develop and maintain risk profile assessment tools. Develop risk profile policy based on the national guideline practices, procedures and policies and ensure the implementation thereof. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE: Appointment under the Correctional Services Act.

SALARY: R965 250 all-inclusive package
CENTRE: National Head Office

REQUIREMENTS:

DUTIES:

ENQUIRIES:
- Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE:
- Appointment under the Correctional Services Act.

CENTRE: East London Management Area

REQUIREMENTS:

DUTIES:
- Oversee the effective functioning of Incarceration and Corrections, Parole Boards, Corporate Services, Development Programs, Care Services, Correctional Centres and Community Corrections within the Management Area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the Management Area. Establish and maintain effective relationships with key stakeholders within the geographical location of the Management Area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

ENQUIRIES:
- Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE:
- Appointment under the Correctional Services Act.
POST 17/20 : DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND TELEPHONY REF NO: HO 2018/04/08
Re-advertisement: candidates who previously applied, need to re-apply

SALARY : R965 250 all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by the SAQA in Computer Science or equivalent. 5 years’ experience at a middle/senior managerial level in networks and infrastructure management with at least Cisco Certified Network Associate (CCNA) and Information Technology Infrastructure Library (ITIL) certifications. Computer literacy. Valid driver’s licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

DUTIES : Plan, design, acquire and deploy a functional network. Maintain infrastructure for core applications, communications and internetworking technologies. Design, deploy and maintain an IT infrastructure including video, IP telephony, backup and disaster recovery infrastructure. Manage desktop support activities, configuration management process and IT procurement process. Negotiate with vendors, outsourcers, and contractors to secure network products and services. Manage the communications function on IT related infrastructure issues. Manage risks for infrastructure related matters. Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. Manage the tender specifications and serve on the tender specification committees. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
NOTE : Appointment under the Correctional Services Act.
CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS: Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception.

CLOSING DATE: 11 May 2018

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Employees who left the public service earlier on the condition that he or she would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted 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. 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. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

POST 17/21: ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT

REF NO: CSP/03/2018

SALARY: R334 545 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: National Diploma or Bachelor’s Degree in Human Resource Management/Development or equivalent qualification. 3 – 5 years’ relevant experience in human resource development/training field. Knowledge and understanding of legislative frameworks within the human resource development area, Ability to implement projects and understanding of PFMA and procurement processes. Public Service Code of Conduct, South African Qualifications Authority (SAQA) and related legislation. Understanding of government priority governing skills programs and skills development legislation. Excellent communication skills (written and verbal), computer literacy, and interpersonal relation skills. Problem solving skills and analytical skills. Planning and organising skills. Project management skills, presentation skills and facilitation skills. Drivers licence.

DUTIES: Compile and submit the quarterly monitoring report, Workplace skills plan/annual training report. Administer and implement departmental unemployed youth development programmes such as Work integrated programme (WIL) and internship. Co-ordinate, facilitate and monitor training intervention in the Department such as compulsory induction programme, departmental induction, coordinate adult education training programme, management
development programmes, etc. Administer departmental bursary scheme. Facilitate the amendment development of Human Resource Development policies: Identify policy gaps and incorporate inputs/amendments and analyse policy directives. Assist in the drafting of departmental HRD Strategy and implementation plan.

ENQUIRIES: Mr BK Shiphamele/ Ms NM Sefiti (012-393-4359/2500)
DEPARTMENT OF ENVIRONMENTAL AFFAIRS
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag, X4390 Cape Town, 8000 (or hand-delivered to: 14 Loop Street, Cape Town 8000)

CLOSING DATE: 14 May 2018

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

OTHER POST

POST 17/22: PROVISIONING ADMINISTRATION OFFICER: ASSETS MANAGEMENT (SR7) REF NO: (CFO06/2017) (FIVE (5) YEAR CONTRACT)

SALARY: R226 611 per annum plus 37% in lieu of benefits

CENTRE: Cape Town

REQUIREMENTS: National Diploma in Supply Chain Management or equivalent relevant qualification plus experience in Supply Chain Management or related field. Knowledge of Database system, logistics, acquisition and business practices. Ability to maintain Database management systems and controls. Computer literacy (Excel, Ms Word and LOGIS) and must have successfully completed Logis/SCM related courses. Knowledge of Procurement procedures and SCM policies. Good communication skills (written and verbal) including planning and organisational. Good interpersonal relations and the ability to work under pressure. The following would be an added advantage: Sub-system Controller experience and a valid driver's license.

DUTIES: Sub-system controller duties. Control and maintain the LOGIS system as the sub-system controller. Maintain chief user profiles. Allocating user with selections with relevant documentation. Ensure that the printers are up and running. Logging of system related calls with LOGIK. Maintenance of ICN on the Logis system – creation of ICNs. Conduct sanitization process of system at financial year end. Provide cost centre officials with the consumable ICN’s for LOG2 and email to Budget section. Inventory Management functions. Quarterly stocktaking of regional stores. Capturing of Receipt vouchers for stock delivered to Regions. Capturing of issue Vouchers of the regions. Email issue vouchers to regions for issuing of stock. Update the stock on the system of the regions. Conduct spot check on the system by printing count and control sheets and emailing to regions to conduct weekly stocktakes. Doing Balance adjustments where applicable. Report any discrepancies to regional offices to rectify. Reporting. Verify Manual Inventory Report – By using download and system generated reports. Verifying supporting documents (issue vouchers) against the manual report. Distribute System generated Reports to relevant role players (month end reports). Download the RR102 and RR103 from LBIS
and convert to excel and email to relevant role players. Compile the stocktaking report with relevant documentation and forward to Head Office.

ENQUIRIES

: Ms. N. Mabece (021-814 8322)
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

CLOSING DATE: 15 May 2018, 12H00 No late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details); original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 17/23: SENIOR RESEARCH SPECIALIST REF NO: (SRS/CME/2018/04-1P)

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

CENTRE: Pretoria Office

REQUIREMENTS: A B Degree/recognized 3 year tertiary qualification (at least 360 credits) in Social Sciences/Natural Sciences/Public Sector Management and Administration/Development Management or related field with 6 years’ appropriate Research experience preferably within a Monitoring and Evaluation environment which should include three years proven
supervisory/management experience. A willingness to travel is essential. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Candidates should make referral in their CV's to the publications they were the author of or to which publications they made a substantial contribution, as well as unpublished research and management consulting reports. Knowledge of Literacy. Knowledge of Numeracy. Knowledge of Client Relations Management. Knowledge of Public Service Act and Regulations. Ability to conduct research independently within the context of the GPAA. Ability to prepare concise and accurate research reports based on empirical data. Proven project management skills. Good presentation skills. Analytical skills. Computer skills (Microsoft Office suite). Monitoring and evaluation skills. Report writing skills. Customer orientated. Problem solving. Work in a team.

DUTIES

The purpose of the position is to provide research support within the Corporate Monitoring and Evaluation within GPAA. The incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Manage research studies to aid the continuous improvement of service delivery and adoption of best practices: Overseeing, compile and guide the development of research proposals/ concept notes. Identify research designs and methodologies and guide research project direction. Conduct and guide literature reviews for specific research projects. Define the research designs and methodologies. Design research instruments and guide on data collection strategies. Manage the execution of research projects. Clean, prepare and analyze Dataset (s). Finalize and integrate the findings obtained from analysis and prepare reports. Ensure quality reporting. Present research findings and engage with stakeholders on the study and recommendations. Disseminate research information in different platforms. Formulate recommendations for the improvement of pension administration in the GPAA. Utilise research results and findings to inform organisational plans and policies. Coordination of the research sub-unit: Promote and institutionalize research in the GPAA. Engage with different institutions and inform the research agenda. Align organizational research strategy to government frameworks. Provide inputs on matters pertaining to research. Promote the work of the GPAA to the community of research practitioners. Prepare reports on the state of the pension administration in the GPAA. Develop, review and manage the implementation of research policies, frameworks and systems: Develop organizational frameworks and systems in alignment with the national frameworks. Identify issues emanating from implementation of existing frameworks and systems that require adjustment. Review research framework(s). Provide advice with regard to existing policy reforms within the retirement field. Stakeholder relations: Identify research gaps within the pension administration. Engage with key stakeholders to conceptualize research needs. Address client needs as identified during the consultation process. Management of external service provider: Overseeing the implementation of contracts and liaise with external service providers and stakeholders. Manage and develop staff: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency. Motivate staff through the implementation of various reward mechanisms. Facilitate organizational communication through appropriate structures and systems.

ENQUIRIES: Ms Thenjiwe Gasa 012 319 1304
FOR ATTENTION: Ms Thenjiwe Gasa– Recruitment
NOTE: One position for Senior Research Specialist: Corporate Monitoring & Evaluation is currently available at the Government Pensions Administration Agency: Corporate Monitoring & Evaluation Unit and will be a filled on a
permanent basis. Employment Equity targets for the post is Coloured, Indian or White males and people with disability. Candidates of the specified groups are encouraged to apply.

POST 17/24 : MANAGER PERFORMANCE MANAGEMENT REF NO: (MNG/PM-HR/2018/04-1P)

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

CENTRE : Pretoria Office


DUTIES : The incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: The effective management of all aspects of the Performance Management and Development System: Compile, distribute and monitor a performance management plan for the department. Manage and administer the SMS performance management system: Ensure the submission of performance agreements, reviews and assessments of SMS members within set time frames. Review and quality check all performance agreements and assessments for SMS in line with the strategy of the Department. Maintain database and proper filing system of SMS. Monitor and evaluate the implementation of the Performance Management process. Provision of expert technical advice and support on matters related to the performance management system to CEO and SMS members. Manage the facilitation of training sessions of the Performance Management System and Policy to Departmental Review Committee and SMS Members. Ensure the communication of all amendments, new directives and aspects relating to the Performance Management System to senior management and employees in the organization. Manage the performance agreements by making recommendations, providing expert advice and guidance. Manage annual performance reviews by making recommendations, providing expert advice and guidance. Compile/initiate Ministerial submissions for payment of merit awards/salary progressions for SMS Members. Oversee the checking and approval of transactions. Provide guidelines and support to SMS Members on process of the Performance Management. Interact with all role players to establish problem areas and provide expert technical advice with regards to implementation of the Performance Management System and Policy. Liaise with Head: Corporate Services and SMS members of Corporate Services to ensure alignment of performance agreements to the APP of Corporate Services. Oversee the provision of accurate statistics and demographics regarding performance management. Provide inputs for annual reports on Performance Management. Provide expert advice and dealing with dissatisfaction and conflicts as a result of the implementation of the Performance management System and Policy of SMS employees. Manage and administer the Non SMS performance management system: Provision of guidelines and support to line managers on processes of the Performance Management. Provision of expert technical advice and support on matters related to the performance management system. Manage the facilitation of training sessions of the Performance Management system and Policy to Divisional Review Committee. Manage the facilitation of training sessions of
the Performance management System and Policy to the Regional Offices. Interact with all role players to establish problem areas and provide expert technical advice with regards to Performance Management Systems and Policy. Manage the consultation and consolidation of inputs received from key stakeholders. Manage the monitoring and evaluate the implementation of Performance Management processes and provide expert advice. Ensure the communication of all amendments, new directives and aspects relating to the Performance Management System and Policy to Non SMS employees in the organization. Manage the development of performance agreements of Non SMS employees to verify the quality of documents submitted to the component. Manage the performance reviews of non SMS employees by making recommendations, providing expert advice and guidance. Manage annual performance appraisals by making recommendations, providing expert advice and guidance. Oversee the checking and approval of transactions. Compile/initiate Ministerial submissions for payment of merit awards/salary progressions for Non SMS Employees in the organization. Oversee the provision of accurate statistics and demographics regarding performance management. Provide inputs for annual reports on performance Management. Provide expert advice and dealing with dissatisfaction and conflicts as a result of the implementation of the Performance Management System and Policy for Non SMS employees. Manage administration of individual performance management system in the Department: Develop and maintain policies related to Performance Management System. Conduct analyses on policies and make recommendations. Ensure compliance to policies and regulations on the implementation of Performance management System. Consult relevant stakeholders on policy-making processes. Regularly review and develop the performance management policy and system. Implement amendments to the policy as a result of the revision process. Monitor the compliance of staff to performance management system and reports to CEO via submissions. Report quarterly for monitoring and Evaluation purposes regarding the performance management status of the GPAA. Provide technical support to the officials, in particularly to the CEO and SMS employees. Plan, organize, co-ordinate and control proper and effective maintenance of filing systems. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Manage financial and procurement processes of the component. Identify development and succession planning requirements. Ensure employment equity compliance. Give input for annual reports on performance management. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES

FOR ATTENTION

NOTE

: Ms Felicia Mahlaba 012 319 1455
: Ms Felicia Mahlaba – Recruitment

: One position for Manager Performance Management: Human Capital Development is currently available at the Government Pensions Administration Agency: Human Capital Development Unit and will be a filled on a permanent basis. Employment Equity targets for the post is African and White males and people with disability. Candidates of the specified groups are encouraged to apply.
DEPARTMENT OF HEALTH

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

APPLICATIONS

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

FOR ATTENTION

Ms M Shitiba

CLOSING DATE

14 May 2018 12:00pm Mid-Day

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. (Certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

POST 17/25

ASSISTANT DIRECTOR: FORENSIC ANALYST GRADE 1 – REF NO: NDOH 25/2018

Chief Directorate: Trauma, Violence and Laboratory Services
Directorate: Forensic Pathology Services, FCL

SALARY

Grade 1: R459 558 - R510 042 per annum as per OSD.

CENTRE

Cape Town

REQUIREMENTS

A three-year BSc/National Diploma in Chemistry or Analytical Chemistry. Honours or Higher Diploma in Chemistry will be an advantage. At least three (3) years’ experience on a Chief Forensic Analyst or equivalent level in the private sector in rudimentary general management in an analytical chemistry laboratory. Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer and inductively coupled plasma atomic emission spectrometer. Sound and in-depth knowledge of analyses of foodstuffs and cosmetics as well as a sound and in-depth knowledge of blood alcohol analyses. Knowledge of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. The National Road Traffic Act, Act 93 of 1996, Criminal Procedure Act, Act 51 of 1977, Inquest Act, Act 58 of 1959 and Occupational Health and Safety Act, Act 85 of 1993. Knowledge of ISO17025 and its use in the laboratory. Basic knowledge of the judicial systems and court procedures. Good communication (verbal and written), facilitation, presentation, research, liaison, analytical and computer skills (spreadsheets, databases, word processors) and knowledge about LIMS. Ability to remain unbiased in the examination of court evidence, work under pressure, meet the required safety measures and handle confidential information. A valid driver’s licence.
DUTIES: Oversee the verification and preparation of samples for analysis in the laboratory. Record sample information. Validate the analysis method conducted on samples by means of certain processes and methods. Produce analytical results of standard and complicated cases. Oversee analytical services of the section. Conduct statistical analysis. Review analytical data and result. Interpret analytical data and calculate results by means of mathematical formula. Supervise the administration of human resources and physical assets. Manage performance of staff, allocated responsibilities, training of employees and allocation of work. Management of risk (scientific responsibility, integrity and research).

ENQUIRIES

NOTE: Ms A Grove Tel No: (012) 395 - 9361

NOTE: Please note that candidates will undergo a practical test on the date of the interview. Indian applicants are encouraged to apply.
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. All those who had applied for IT Manager and TVET Manager are encouraged to re-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: 11 May 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 etc. Shortlisted candidates will be subjected to a practical assessment. 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.

ERRATUM: (UMFOLOZI TVET College): kindly note that the following posts published in Public Service vacancy circular 05 dated 02 February 2018 with closing date of 23 February 2018;namely: Curriculum Specialists x 4 positions: NC (V) Business Studies Ref No: 2018/002; Report 191 Business Studies Ref No: 2018/003; NC (V) Engineering Studies Ref No: 2018/004:and Report 191 Engineering Studies Ref No: 2018/005; were erroneously withdrawn in the Public Service vacancy circular 13 dated 29 March 2018. For Enquiries: Mrs JSM Smith (035) 902 9511.

OTHER POSTS

POST 17/26: SES (DISABILITY) REF NO: IKHALA 01/04/2018 (Permanent)

SALARY: Post Level 3 (R367 773)

CENTRE: Admin Centre

REQUIREMENTS: A recognised three (3) year qualification (REQV 13) which must include appropriate training as an Educator and an appropriate recognized post-graduate Degree in Special Needs Education or Disability Studies. Registration with SACE. Five (5) years working experience in the Education Sector. A valid driver’s license is a pre-requisite. Core Competencies: Knowledge of legislation and policies pertaining to disability in the higher education environment. Knowledge and insight into institutional management and governance, especially with regard to the TVET Sector. Strong skills pertaining to planning implementation. Excellent communication and organisational skills, ability to network and work independently. Compassionate skills. Excellent computer skills. Facilitation and training skills. Enthusiasm and energetic.

DUTIES: Provide support to students with disabilities in line with White paper for post school education and training. Provide support to lecturers pertaining to Inclusive Education. Facilitate purchasing of assistive devices. Advocate, advice and prepare Campuses regarding disabilities and the implementation of reasonable accommodation in the learning and teaching environment. Develop and sustain partnerships and networks with relevant stakeholders. Facilitate early identification, assessment, and referral/placement services to
address needs and barriers to learning. Ensure effective functioning of support structures in Campuses and the College.

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

POST 17/27: ASSISTANT DIRECTOR: IT MANAGER, REF NO: IKHALA 02/04/2018 (Permanent)

SALARY: Notch R334 545 per annum (SL 9)
CENTRE: Ikhala TVET College: Admin Centre
REQUIREMENTS: An appropriate National Diploma/Bachelor’s Degree in Information Technology or equivalent qualification. Five (5) years relevant working experience in the IT industry. Two (2) years must be on a supervisory level will be an added advantage. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. A+, N+ or MCSE certificates will be an added advantage. A valid driver’s license is essential as traveling and extended working hours may be required and Advanced computer skills. Exposure to an educational system environment will be an advantage. Knowledge and experience of good IT governance practices (COBIT, KINGIV).

DUTIES: Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Ensure computers are protected against viruses and malicious attacks. Maintain a disaster recovery plan and procedures. Maintain backup plans and test backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Ensure that student computers are in compliance with examination regulations before each exam. Monitor the provision of software application support by the Network Controllers. Manage the schedule of computer repairs and maintenance, and installations. Provide IT staff with technical assistance where needed. Deploy Microsoft software and manage the licensing of software. Ensure the college meet the requirements of the Auditor General during annual audits. Manage Unit’s budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
NOTE: All short-listed applicants will be exposed to a practical on knowledge of Hard and Software, as part of the interview process.

POST 17/28: ASSISTANT DIRECTOR: TVET MIS MANAGER, REF NO: IKHALA 03/04/2018 (Permanent)

SALARY: Notch R334 545 per annum (SL 9)
CENTRE: Ikhala TVET College: Admin Centre
REQUIREMENTS: Grade 12 or Equivalent NQF Level 4 qualification, A relevant, recognised three year National Diploma or Bachelor’s Degree in Information Technology (IT) or Information Systems or equivalent qualification majoring in Information System/Development Software coupled with A+, N+ and CCNA certificates. 5 years Student database management experience and design of which two years must be on a supervisory level. Knowledge of and experience working with Coltech system will be added advantage. A valid driver’s license is essential as traveling and extended working hours may be required. Good analytical, communication, project management and presentation skills. Ability to troubleshoot any kind of systems related problems and maintain security of the system. Ability to work under pressure and meet deadlines.

DUTIES: Provide effective overall system and data management of the Coltech Student System and ColtSMS. Serve as a coordinator for the management and resolution of all student system data quality related issues. Ensure data
integrity and security. Control access and permission to Coltech Student System. Establish the needs of users and monitor the College data/information plan. Provide inputs into strategic and institutional development initiatives. Provide information for TVET Sector decision making. Ensure that relevant policies are developed and implemented. Monitor new student data information capturing. Prepare monitoring and evaluation reports. Collate data, quality assure data and information captured. Responsible for TVETMIS submission and providing management with data and student statistics.

ENQUIRIES:

NOTE:

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

NOTE: All short-listed applicants will be exposed to a practical in COLTECH System, as part of the interview process.
ANNEXURE I

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply.

APPLICATIONS

The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Department of Human Settlements, 260 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0002

FOR ATTENTION

Ms N Nortman

CLOSING DATE

11 May 2018

NOTE

All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post.

Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POST

POST 17/29

DEPUTY DIRECTOR: LEGISLATIVE COMPLIANCE AND MONITORING (3 YEARS CONTRACT) REF NO: DOHS/11/2018

Branch: Chief Operations Officer
Chief Directorate: Regulatory Compliance

SALARY

R657 558. All-inclusive salary package

CENTRE

Pretoria

REQUIREMENTS

A three-year (3) tertiary qualification in Legal, Compliance or Public Administration with 3 to 5 years’ experience on managerial level. Knowledge of Prescripts, Policy and practices applicable to Legislative Compliance. Investigative, Analyses, problem solving skills essential. Good communications skills (both written and verbal). Good planning and research skills. The ability to do quality management during project execution. Good people management skills.
**DUTIES**

Introduce measures to monitor the implementation of Human Settlements Legislative Frameworks. Investigate potential areas of compliance, vulnerability and risks with the view to give guidance and support. Investigate alleged violations of Human Settlements regulations and legislation and recommend the implementation of rectifying measures. Analyse the impact of external factors on policy options flowing from the implementation of legislation and regulations and give guidance in respect of the proper implementation thereof.

**ENQUIRIES**

Mr P Mweli Tel No: (012) 444-9118

**NOTE**

Representivity: Diversity is promoted. Males and People with Disabilities are encouraged to apply.
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate’s (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba street, Pretoria Central.

FOR ATTENTION: Ms DR Kumalo

CLOSING DATE: 11 May 2018

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications (criminal record, citizenship, credit record checks, qualification verification and employment verification). People living with disabilities are encouraged to apply.

OTHER POST

POST 17/30: SECRETARY REF NO: Q9/2018/15
Director: Compliance Monitoring

SALARY: R152 862 per annum (Level 5). The successful candidate will be required to sign a performance agreement.

CENTRE: National office Pretoria

REQUIREMENTS: A Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good office management skills (document tracking, storage and retrieval system) sound minute taking as well as general office experience are essential. Applicants must be able to work under pressure, independently and ability to act with tact and discretion. Honesty and integrity. The successful candidate must be reliable, flexible, creative, be able to maintain confidentiality, client focused and quality oriented.

DUTIES: Provide general secretarial, administrative and support services to the Director such as: receive and make telephone calls, manage the Director’s Diary, Make travel and accommodations arrangements, Provides clerical support services to the Director. Arranges meetings and events. Process the travel and subsistence claims for the unit. Type letters/memorandums/submissions/reports, Send and receive emails and faxes, Extract and process data and dissemination of management information in the context of office automation file, retrieve, track documents for the office of the Director. Draft routine correspondences and reports and Remain up to date with regard to prescripts/policies and procedures applicable to your work

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terrain to ensure efficient and effective support to the Director. Collects all relevant documents to enable the manager to prepare for meetings. Handles the procurement of standard items like stationery etc.

ENQUIRIES
: Mr P Hlalele Tel No: 012 399 0189
DEPARTMENT OF LABOUR

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

CLOSING DATE : 15 May 2018 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will 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.成功 candidates will be expected to sign a performance agreement.

ERRATUM : Kindly note that the post of Director: Planning, Monitoring and Evaluation advertised of Public Service Vacancy Circular 13 dated 29 March 2018, Ref No: HR 4/18/04/01HO with a closing date of 20 April 2018 has been withdrawn: Enquiries: Mr F Thengwayo, Tel No: (012) 309 4497.

OTHER POSTS

POST 17/31 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/47/27

SALARY : R779 295 per annum (All inclusive)
CENTRE : Labour Centre: Emalahleni

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including
interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES:
Ms. NL Njwambe, Tel No: (013) 655 8775

APPLICATIONS:
Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at Department of Labour, Corner Hofmeyer Street and Beaty Avenue.

FOR ATTENTION:
Sub-directorate: Human Resource Management, Emalahleni

POST 17/32:
DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: HR 4/4/9/309
Chief Director: Labour Relations

SALARY:
R779 295 per annum (all inclusive)

CENTRE:
Head Office

REQUIREMENTS:

DUTIES:
Manage and regulate the registration of labour organisations. Monitor compliance of labour organisations in terms of legislation. Manage the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Sub-Directorate such as HR, Finance, assets and etc.

ENQUIRIES:
Mr. I Macun, Tel No: (012) 309 4634

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

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

POST 17/33:
SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/8/177
Chief Director: Labour Relations

SALARY:
R779 295 per annum (all inclusive)

CENTRE:
Provincial Office: Free State

REQUIREMENTS:
Three (3) years relevant tertiary qualification in Environmental Health / Analytical Chemistry / Chemical /Electrical & Mechanical/Civil & Construction Engineering. Two (2) years management experience. Three (3) years functional experience in health and Safety inspection/services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving interviewing, Presentation, Research, Project management, Analytical, Innovative.

DUTIES:
Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the Sub-directorate such as Human Resource; Financial Resources; Assets, etc.

ENQUIRIES:
Ms. A Mantutle, Tel No: (051) 051 5056347
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein.

POST 17/34: ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS
REF NO: HR4/4/6/141

SALARY: R417 552 per annum

CENTRE: Provincial Office: Limpopo

REQUIREMENTS:

DUTIES:
Produce statistical analysis of Labour Market Information. Conduct client satisfaction surveys. Ensure information for policy and planning purposes in the Province. Liaise with other institutions and stakeholders. Manage resources in the Unit.

ENQUIRIES: Ms. TE Maluleke, Tel No: (015) 290 1662

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION: Sub-directorate: Human Resources Management, Polokwane.
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za

Closing Date: 11 May 2018 @ 12:00 pm

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

MANAGEMENT ECHELON

POST 17/35: DEPUTY DIRECTOR-GENERAL: EVALUATION, EVIDENCE AND KNOWLEDGE SYSTEMS REF NO: 035/2018
Branch: Evaluation, Evidence and Knowledge Systems

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

CENTRE: Pretoria

REQUIREMENTS: An NQF 8 Qualification in ICT Knowledge Management, Public Administration, Evaluation, Social Studies, Development studies; Economics or equivalent. A
Master’s Degree (NQF 9) will be an added advantage. A Minimum of 8 years’ appropriate experience at senior management (SMS) level in the areas of Evaluation or Knowledge Systems or Programme/Project Management impact assessment. Competencies/Skills: Management skills including people management and empowerment. Programme/Project and financial including donor funds management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis, evaluation and knowledge management skills. Excellent computer skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

**DUTIES**

Co-ordinate and support the generation, collation, access and timely use of quality evidence based research to support Planning, Monitoring & Evaluation in the Department and across government. Co-ordinating and support a national evaluation system that ensures the use of evidence from regular and quality evaluations of priority government policies, programmes and systems. Provide centralised research and knowledge management support to develop and maintain an evidence based research to inform planning, policy development, implementation monitoring and review. The provision of quality, timely and verified data and analysis of data to support planning, monitoring and evaluation. Managing on the Branch’s statutory responsibilities in terms of the PSA, PFMA. Management of donor funds.

**ENQUIRIES**

Mr N Nomlala, Tel No: (012) 312-0452

**POST 17/36**

DEPUTY DIRECTOR-GENERAL: SECTOR MONITORING SERVICES REF NO 036/2018

Branch: Sector Monitoring Services

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An NQF 8 Qualification in Monitoring or Public Administration, or equivalent. A Master’s Degree (NQF9) will be an added advantage. At least 8 years of experience at senior management level in the area of monitoring or programme/project management. Competencies/Skills: people, project, programme and financial management skills. Ability to provide strategic direction and to manage multiple projects. Excellent interpersonal, communication skills (written & verbal), problem solving and computer skills. In depth knowledge and understanding of government monitoring functions. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused solution orientated and able to work under stressful situations and must have the ability to maintain high levels of confidentiality.

**DUTIES**

Manage, coordinate and facilitate monitoring and support with regard to the 14 Outcomes of the NDP 2010 through the Medium Term Strategic Framework (MTSF); coordinate and facilitate Socio-Economic Impact Assessment Systems (SEIAS); coordinate and facilitate the development and implementation of detailed intervention strategies, plans and support. Provide technical advice and support to political principals and other governance structures and bodies. Responsible for Branch’s statutory responsibilities in terms of the Public Service Act and PFMA. Consolidate policy advice emerging from the monitoring work of DPME and make this available to the DG and Minister.

**ENQUIRIES**

Mr N Nomlala, Tel No: (012) 312-0452
POST 17/37  :  DEPUTY DIRECTOR-GENERAL: NATIONAL PLANNING COORDINATION SERVICES REF NO: 037/2018

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

CENTRE  :  Pretoria

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

DUTIES  :  Facilitate macro and transversal planning functions across government and in the department. Facilitate long-term planning and aligning of budget allocations to achieve NDP priorities across government. Developing and implementing of planning frameworks and coordinating of alignment of strategic plans and annual performance plans to MTSF priorities. Ensuring the Branch’s compliance to statutory responsibilities in terms of PFMA and PSA.

ENQUIRIES  :  Mr N Nomlala, Tel No: (012) 312-0452

POST 17/38  :  CHIEF DIRECTOR: LEGISLATION REF NO: 038/2018

NPC Secretariat

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

CENTRE  :  Pretoria

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

DUTIES  :  The successful incumbent will be responsible to manage, provide and coordinate legal advisory services to the National Planning Commission. This entails providing strategic legal advisory services, including legislative auditing, advising on legislative gaps and providing resolutions. Contemplate, prepare and promote new and amendments to planning legislation and
reforms. Coordinate, draft, edit and revise on concept, sub-ordinary and overarching planning legislation. Manage and regulate the issuing of planning guidelines and directives, e.g. practice notes and conduct research and international benchmarking in terms of applicable legislation practices, instruments and systems. Monitoring/recommending of the NPC’s statutory responsibilities in terms of PFMA and PSA.

ENQUIRIES: Mr N Nomlala, Tel No: (012) 312-0452.
DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

FOR ATTENTION: Ms E Steenkamp

CLOSING DATE: 11 May 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. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 17/39: DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: X1/2018

(Six-year fixed term contract)

SALARY: R1 782 687 per annum plus a 10% non-pensionable HoD allowance. 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. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

CENTRE: Pretoria, HSRC Building

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a Post graduate qualification (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years’ experience must be within any organ of State as defined in the Constitution Act 108 of 1996. Knowledge of the Public Service Legislation. Knowledge and understanding of the relevant legal framework. Competencies needed: Strategic capability and leadership. Programme and project management. People management and
empowerment. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

**DUTIES**

Oversee the provision and implementation of intergovernmental relations, executive support and special projects, comprehensive social security, non-profitable organisations regulatory services, families and social welfare, community development programmes, social crime prevention, corporate, financial and strategy services, social policy and research programmes as well as rights to persons with disabilities services. Oversee the facilitation of the translation of national and international obligations into empowerment and socio-economic development programmes towards the realization of rights of persons with disabilities and equalization of opportunities. Ensure that policies and legislation are drafted to achieve the strategic priorities set by the Minister of Social Development for the Social Development sector. Ensure that the necessary systems, procedures and capacity are in place for implementation of priorities and attainment of outcomes. Develop effective strategies for the implementation of priorities and attainment of government outcome 12. Provide support to the Provincial Departments, Non-Governmental Organisations, community-based organisations with the implementation of strategies and programmes and other outcomes related to the Department of Social Development. Advise the Minister of Social Development on a range of budgetary matters pertaining to the social development sector. Manage communication and dissemination of information on the social development sector. Oversee the effective management and administration of entities reporting to the Minister. Provide technical support to Minister at meetings, including MINMEC, through preparation of briefing notes and inputs from the Department. Prepare an annual report and accounts for submission to Minister and Parliament.

**ENQUIRIES**

Mr D Chinappan, Tel No: (012) 312-7504

**NOTE**

In terms of the Department’s employment equity targets, persons with disabilities are encouraged to apply. Kindly note that the Department of Social Development has taken a decision not to fill vacancies until further notice except the post of Director-General.
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 Trenvna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 15 May 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 17/40: DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING AND INFORMATION MANAGEMENT (REF NO: NDT 03/2018)

SALARY: R657 558 per annum (all-inclusive remuneration package consisting of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised Bachelor’s Degree or National Diploma (NQF 6) in Human Resources or related field. At least 3-5 years’ experience in HR Planning & Systems or appropriate field. Experience in managing human and financial resources. Knowledge of MS Office, PERSAL and Vulindlela. Knowledge of relevant Acts, Policies, Prescripts including Employment Equity and Job Access Strategy; Knowledge of relevant HR practices in the Public Service and in the Department. Understanding of change management principles and retention practices and principles. Knowledge of global and national HR trends. Good leadership, verbal and written communication skills. Project management and research skills. Co-ordinate and manage the sub-directorate. Ability to manage the compilation of comprehensive statistics, conduct trend analysis, compile reports and manage the establishment. Strategy analysis knowledge.

DUTIES: The successful candidate will be responsible to Manage the accurate recording of human resources information on the PERSAL system; Manage requests for PERSAL reports; Manage the appropriate classification of confidential information; Interpret and analyse information in order to draft quality reports to management enabling them to take informed decisions; Orientate users on the safe usage of passwords and the protection of information; Monitor the suspense file and investigate questionable transactions; Ensure the registration of SCC’s with Treasury (PERSAL); Align the HR plan to the Strategic Plan of the department; Coordinate the collection and analysis of data on human resource activities for reporting purposes; Monitor and ensure the analysis of human resources utilisation; Monitor and evaluate activities from the HR plan; Compile HR planning and any other related reports; Ensure
the HR plan is linked to the MTEF; Monitor the implementation of the business plan; Align individual performance to the strategic objectives of the unit; Report on the strategic frameworks/ plans in the area of functional responsibility; Monitor and ensure effective and efficient coordination of activities; Compile monthly, quarterly and annual reports; Plan, organise and control activities pertaining to the component.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. They will also undergo a practical exercise on the day of the interviews.
APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjes and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 11 May 2018

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

OTHER POSTS:

POST 17/41: DEPUTY DIRECTOR: FORENSIC SPECIALIST REF NO: ODG/AUDIT 025

Overview: To execute forensic auditing within the dti

SALARY: All-inclusive remuneration package of R657 558 per annum, Level 11

CENTRE: Pretoria


DUTIES: Prepare the Internal Audit operational plan and coverage plan. Review the allegation report and conduct case assessment to verify if preliminary investigation is warranted or not. Prepare a preliminary engagement letter for approval. Finalise and issue the approved engagement letter and forensic investigation plan for noting to the clients. Assist with the forensic planning for the follow-up audit through forensic Audit Matrixes. Conduct and manage the forensic investigation case projects allocated according to the deliverables and timelines defined on the approved Forensic Investigation Project plan. Conduct adequate review to ensure that evidence exist to support findings and conclusion of forensic audit work on Teammate when completed by Forensic Auditors/ Assistant Director (i.e. work papers and supporting documentation). Manage the consultants / client relationships for the allocated forensic audits during the execution phase and reporting phase. Manage National Anti-Corruption Hotline (NACH) register and prepare monthly feedback/progress report to Public Service Commission. Draft and review draft forensic report and setup meeting with relevant section to discuss the report. Conduct quality assessment on forensic project files. Finalise the audit reports and cover
letters, and ensure that exit meetings are held with clients prior to final report being signed off and issued. Submit a report with management comments to the relevant stakeholders. Prepare and review the audit committee packs documentation relating to forensic audits for submission to the Audit Committee and Risk Management Committee members. Report on the progress and deliverables of Forensic Investigation annual case register projects allocated to the incumbent on a monthly basis to the Director. Manage the implementation of recommendations on the Forensic Investigation reports by performing quarterly progress follow-up. Monitor financial resources and assets of the Unit. Provide inputs into the strategic planning of the unit and execution of operational plans. Compile reports of the sub-directorate. Manage subordinates performance and logistical resources allocated to this position on an on-going basis in line with the Departmental prescripts. Manage and identify relevant training for subordinates. Prepare quarterly progress report of the unit.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

NOTE: In terms of the dti’s EE requirements, preference will be given to Coloured female, White male and Indian candidates as well as people with disabilities.

POST 17/42: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: ODG/CFO 017

Overview: To execute internal controls whereby the control requirements in respect of financial and supply chain management are addressed, being preventative controls, corrective actions and by ensuring policy adherence.

SALARY: Commencing salary of R334 545 per annum, Level 09

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: A three-year National Diploma or Degree in Financial Management. 3-5 years’ relevant experience in an Internal Control environment. Key requirements: Experience in financial reporting. Knowledge of Financial Prescripts [Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, ICT Procurement, Government Financial Systems (LOGIS, BAS and PERSAL) and processes, MS Office packages Skills: Communication skills (both written and verbal), Interpersonal skills, report writing skills, Problem solving skills, accounting and analytical skills Personal attributes: Ability to communicate at all levels, Assertiveness, Team player, People and client orientated, Trustworthy, Leadership, integrity.

DUTIES: Identify potential compliance vulnerability and risk in finance and supply chain management environment. Compile reports on specific financial control processes and reporting requirements. Assess the effectiveness of internal controls on finance and supply chain systems to identify control weaknesses. Handle investigations of all reported cases of financial exceptions and other SCM and Finance projects. Provide inputs into the review and update SCM Standard Operating Procedure Manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and AGSA. Provide support to Divisions in implementing and monitoring compliance with Finance and Supply Chain Management prescripts. Perform ad hoc responsibilities as and when required.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

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

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

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

APPLICATIONS: Should be directed to The Recruitment Centre, Office of the Premier; Private Bag X0047, Bhisho, 5605. Hand deliver To Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mr M. Mbangi

CLOSING DATE: 11 May 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department 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. If details required in sections E and F of the Z83 form are left empty, the application must be accompanied by a comprehensive CV that contains all the details required therein. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). A SAQA evaluation report must accompany all foreign formal qualifications. Valid driver’s license is required for these posts. Appointment is subject to a security clearance and signing of a Performance Agreement and contract with the Department. 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. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. 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.

MANAGEMENT ECHELON

POST 17/43: DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT, REF NO: OTP 01/04/2018

RE-advertisement: People who previously applied need not apply as their applications will still be considered.

SALARY: An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13) per annum

CENTRE: Bhisho

REQUIREMENTS: A SAQA recognized NQF Level 7 qualification in Industrial Engineering /Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years’ experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.

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

ENQUIRIES:
can be directed to Mr. M. Mbangi @ 040-609 6424 /620/6248.

OTHER POST

POST 17/44:

DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT; REF NO: OTP
02/04/2018

Re-advertisement: People who previously applied may re-apply if they are still interested.

SALARY:

An all-inclusive remuneration package of R657 558 - R774 576 per annum (Level 11)

CENTRE:

Bhisho

REQUIREMENTS:

Formal Qualifications: IT-related diploma/degree (NQF level 6-7), or Matric. More than 10 years' professional experience, of which a minimum of 2 years should be in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: Microsoft Certified Solution Expert (MCSE): Productivity, elective Deploying Enterprise Voice with Skype for Business. Microsoft-accredited International certificate only. Finalist candidates without this MCSE certificate will be subjected to the Microsoft Exam 70-333 to assess technical competency in architecting Voice and Unified Communications solutions. Competences: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing, Speaking. Personal Attributes: Confidentiality, Performance Driven, Attention to detail.

DUTIES:

ICT Architecture Management: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design; Establish and maintain a common technology architecture; Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components; Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Project Management: Establish and maintain a formal, approved integrated project plan framework; Eliminate or minimise specific risk associated with programmes and/or projects; Measure project performance against key project performance criteria; Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources; at the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Requirements Definition: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements; Perform a feasibility study of potential alternative solutions; Identify, document, prioritise and mitigate functional, technical and information processing-related risk; Co-ordinate feedback from affected stakeholders and, at predetermined key stages. Solutions Management: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques; Procure solution components based on the acquisition plan in accordance with requirements and detailed designs; Install and configure solutions and integrate with business process activities; Establish a test plan and required environments to test the individual and integrated solution components; Track the status of individual requirements throughout the project life cycle. Change-Acceptance Management: Establish an implementation plan; Prepare for business process, IT service data and infrastructure migration; Promote the accepted solution to the business and operations; Provide early support to the users and IT operations; Conduct a post-implementation review to confirm outcome and results. Knowledge Management: Devise and implement a scheme to nurture and facilitate a
knowledge-sharing culture; Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services; Organise information based on classification criteria; Propagate available knowledge resources to relevant stakeholders; Measure the use and evaluate the currency and relevance of information - retiring obsolete information.

**ENQUIRIES**

can be directed to Mr M. Mbangi @ 040-609 6424 /620/6248.

**NOTE**

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

**DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE**

*The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**

Post to: Head Office and Museums: The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 10, No 5, Wilton Zimasile Mkwayi Building, King Williams Town

**CLOSING DATE**

11 May 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](http://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 for all posts people with disabilities will be given preference.

**OTHER POST**

**POST 17/45**

**ASSISTANT MANAGER: SYSTEM ADMINISTRATOR: REF NO: DSRAC 01/04/2018**

**SALARY**

R334 545 per annum Level 09
CENTRE  :  King Williams Town

REQUIREMENTS  :  A Degree/Diploma in Information Systems / Computer Science with 3 years' experience working in Systems Administration or Matric plus 10 years experience in Systems Administration with either MCSE or MCITP qualification. Minimum of 3 years in system administrator and 5 years' experience in desktop support. Knowledge of Active Directory, ICT Policies and procedures. Familiarity with various operating systems and platforms. Resourcefulness and problem-solving aptitude. Excellent communication skill. Must be in possession of a valid code 08 driving licence.

DUTIES  :  Assist in developing, implementing and maintaining IT Systems Policy and procedures; Provision / coordination of technical support and ensuring technical stability of application systems; Perform systems and security administration on designated Technology Platforms in accordance with defined Policies, Standards and Procedures; Perform installations and configuration management of IT Systems and Applications; Provide analytical support to DSRAC, reviewing identified problem areas and/or changes in business requirements, and proposing changes to systems and/or business processes to ensure the business is making most effective use of IT systems; Research on new systems; Alignment of systems to Departmental, Provincial and National strategic directions; Ensure availability, integrity, access, storage and security of all data within the department through the creation of an integrated knowledge management service and a Business Intelligence function; Provide leadership to project teams, ensuring delivery of objectives through effective co-ordination of any DSRAC and/or 3rd party resource assigned; Generate System Log Files; Generate ICT Systems reports; Develop, maintain and update systems design diagrams; Organize and deliver training and supporting documentation to ECSRAC staff when required, to ensure the most efficient use of IT Systems; Co-ordinate activities and request related to IT Audit queries.

ENQUIRIES  :  Can be directed to Ms R. Loots Tel No: 043 492 0949
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 11 May 2018
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification.

MANAGEMENT ECHELON

POST 17/46: CHIEF DIRECTOR: TRAFFIC MANAGEMENT (REFS/002875)
Chief Directorate: Traffic Management

SALARY: R1 127,334 per annum all-inclusive remuneration package
CENTRE: Johannesburg

REQUIREMENTS: Matric and an Undergraduate qualification (NQF Level 7) in Traffic Management, more than 5 years of experience at a senior managerial level in a relevant field. Valid driver’s licence. Competencies: change management, Strategy, Leadership, Human Resources Management, Visioning, Computer, Training, HR matters, Finance, Technical standards/ procedures, needs and priorities Knowledge and Skills: DCS and Gauteng Department of Finance HR and Financial policies and procedures, Relevant Traffic and Transport and Government legislation and Public Service Regulations, eNATIS computer database system(s), Understanding the Traffic and Transport System in SA and Gauteng, Understanding the Transport industries in SA and Gauteng, Human and Financial resource management and administration processes, Understanding Gauteng Department of Finance and the DCS specialized support services, Understanding of Government and role players in transport industry, Flexible/ change orientated, Team worker, Cost conscious, Decisive, Responsive, Customer, Focused, Proactive, Resourceful, Problem solving, Quality orientated, Credible, Interpreting Traffic Management information reports, Chairing of workshops and meetings with diverse spectrum of role-players at service level, Project management, Negotiation and dispute resolution, Government and Transport industry relationship management, Quick reaction to problems, Command and control, Coordinate, Motivator, Counselling.

DUTIES: Oversee the effectiveness and efficiency of traffic services and transport inspections, Reduce road fatalities and damages, Oversee the management
of public road transport inspections, law enforcement, Execute effective law enforcement, Manage abnormal loads and permits (including transport of hazardous good), Monitor compliance to legislation in terms of Traffic Control Centres (includes Weighbridges), Oversee management and provision of the crime prevention interventions and specialised services Functions, Speedy responses to road crimes and, Reduction in crime statistics, Oversee monitoring of compliance of Vehicle Testing Stations, Driver’s License Testing Centres and Driving Schools, Oversee the provisioning of a world class internal re-training and education for traffic management, Provision of effective and efficient traffic enforcement learning programmes (Road Safety Promotion), Oversee the management of road safety promotions and educational programmes and projects, Coordinate the implementation of road safety inspections and road shows to promote safety awareness and passenger rights, Promote and improve safety on all transport systems, Ensure that risk management processes are made clear and available to all personnel, Oversee the reduction of global risks within the corridor, Provide monthly road fatality statistics, Report on the implementation of traffic statistics model, Report on public education and awareness on road safety.

ENQUIRIES : Mr Steven Moteme Tel No: 011 689 3722

OTHER POST

POST 17/47 : DEPUTY DIRECTOR: MONITORING AND EVALUATION: (REFS/002876)
Directorate: Monitoring and Evaluation

SALARY : R779 295 per annum. An all-inclusive remuneration package
CENTRE : Johannesburg

REQUIREMENTS : Matric plus Bachelor Degree/equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 5 or more years relevant experience to the criminal system or law enforcement agencies environment include managerial experience. A valid driver’s license. No criminal record. Knowledge and Skills: Knowledge of Departmental policies and procedure, knowledge of Public service Regulation, information system(NATIS), SAPS act, regulation and amendment, Complaints tracking system, Gauteng Safety strategy, Delegation of authority pertaining to the department of Community Safety, Reporting procedures, interpreting and evaluating information, Tact and diplomacy, verbal and written communication, Organizing/maintaining information, Communication, Computer literacy, Problem solving and conflict management, Listening and negotiation, Team building and discipline.

DUTIES : Ensure monitoring of the police conduct as well as the functioning of other provincial law enforcement agencies. Ensure monitoring and evaluation of police performance outputs and outcomes based on the operational plan. Ensure monitoring and evaluation of the implementation and compliance with policing policies, norms, standard, procedures, strategies, provincial and national instructions and orders. Ensure monitoring and evaluation of the impact of the implementation of sector policing. Ensure liaison with the provincial law enforcement agencies. Ensure monitoring and evaluate of the cooperation and outcomes of joint operational planning and operations between SAPS and other provincial law enforcement agencies. Ensure monitor, evaluate and conduct impact assessment of transformation strategies of the provincial law agencies. Manage budget, human and physical resources allocated to the sub directorate.

ENQUIRIES : Mr Steven Moteme Tel No: 011 689 3722

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 18 May 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 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.

OTHER POST

POST 17/48 : DEPUTY DIRECTOR: SERVICE DELIVERY MONITORING AND BATHO PELE (REFS/002882)

SALARY : R657 558 per annum (All inclusive package)
CENTRE : Johannesburg

DUTIES : Coordinate the development and implementation of service delivery improvement plans. Develop and provide customer care and complaints management strategy and processes. Coordinate the development and implementation of citizen participation strategy and processes. Coordinate and monitor the implementation of Batho Pele initiatives. Coordinate the development and implementation of coherent service standards. Generate all Service Delivery Improvement internal documents as stipulated in the White Paper on Service Delivery Improvement (Batho Pele White Paper), 1997 and Public Service Regulations, 2001 (Part 111). Develop and implement the Service delivery charter, Service Delivery Improvement Plans and coordination of the Service Delivery Improvement Plan in line with the Departmental Strategic Plan, Annual Performance Plan and Service Delivery Model. Through benchmarking with other national and international practices. Implement and Monitor all change management initiatives in the Department that are aimed at Improving Service Delivery. Audit and report on compliance of service delivery initiatives aligned with Batho Pele Principles. Manage Performance Assessment Tool (MPAT) and ensure systems are in place to sustain and/or improve the Department's performance. Ensure timeous submission of quality progress reports to relevant institutions. Conceptualize, plan and execute departmental client satisfaction surveys. Manage personnel and the activities of the sub-business unit Batho Pele Monitoring and Service Delivery. Develop Sub-business unit operational plan. Ensure monthly reporting and other required reporting on the sub-business unit operational plan.
ENQUIRIES : Ms. Mbali Mbatha Tel No: (011) 355 4285

OFFICE OF THE PREMIER

APPLICATIONS : The Director: Internal Human Resources Management, Ms Merles Molthabane, Office of the Premier, 30 Simmonds Street, Johannesburg 2001 or by mail to Private Bag x 61 Marshalltown, 2107. Email Recruitment.Premier@gauteng.gov.za or on www.gautengonline.gov.za. No late applications will be considered.

CLOSING DATE : 11 May 2018

NOTE : Qualifying applicants should submit their applications accompanied by a detailed Curriculum Vitae, Application Form (Z83), certified copies of qualifications and at least three (3) contactable referees quoting the relevant reference number. Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

MANAGEMENT ECHELON

POST 17/49 : HEAD OF DEPARTMENT, GAUTENG DEPARTMENT OF ECONOMIC DEVELOPMENT REF NO: 002883

SALARY : All-inclusive remuneration package of R1 782 687 - R2 008 200 (SMS Grade D). In addition, the incumbent qualifies for a 10% non-pensionable allowance applicable to Heads of Department

CENTRE : Johannesburg

REQUIREMENTS : A 3-4 years Bachelor’s Degree in Economics and a post graduate qualification in Public Management or Business Administration. A minimum of 10 years’ experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service. Extensive knowledge of the following: Legislation governing the Economic sector in order to give sound advice and leadership. The current economic climate locally and globally supported by interventions to grow the South African economy. Management and oversight of provincial public entities. Management experience gained in a large organization with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Key competencies: Proven ability to operationalize and ensure compliance with legislation and policy developments at national, provincial and local level. Demonstrable experience in management at an executive level. Strategic leadership, change management, financial management as well as project and programme management are a pre-requisite. Capabilities should include service delivery innovation, compliance with the Public Service Act and Regulations, Legislation and Regulations governing Economic issues, Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent co-ordination,
communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Competence in one or more of the official South African languages will be an added advantage.

**DUTIES**

Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA; Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies; Ensuring sound financial management and application of good corporate governance principles. The successful candidate will be directly accountable to the Member of the Executive Council for the realisation of the Ten Pillar Programme of Radical Transformation, Modernisation and Re-industrialisation including the intergovernmental Programme of Action. The successful candidate will work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a ‘smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Use research to find effective ways of growing the economy. Improve the quality of life of the youth of Gauteng. Promote Gauteng as a Global City Region. Promote universal access to the economy for the targeted groups including creation of sustainable employment. Specific areas of focus include the following-

- Promotion of the Township Economy Revitalisation Strategy.
- Responsible for the overall management of the economic growth programmes by aligning all departmental plans with the National Development Plan, National and Provincial Government Strategic Objectives.
- Mobilise stakeholders to partner with for economic growth and development.
- Create an enabling regulatory environment and stimulating business practices that promote inclusive economic growth.
- Promote and attract trade and investment to the economy.
- Direct investment into strategic economic infrastructure and proactively link communities to economic opportunities in Gauteng.

**ENQUIRES**

Ms Sylvia Mtshali Tel No: (011) 298 5654
ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

MANAGEMENT ECHELON

<table>
<thead>
<tr>
<th>POST 17/50</th>
<th>MEDICAL SPECIALIST NEUROSURGERY REF NO: MEDSPECNEUROSURG/2/2018 (X2)</th>
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<tbody>
<tr>
<td></td>
<td>Department: Neurosurgery</td>
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<tr>
<th>SALARY</th>
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<tbody>
<tr>
<td>Grade 1</td>
<td>R991 857 per annum. All inclusive Salary package (excluding commuted overtime).</td>
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<tr>
<td>Grade 2</td>
<td>R1 134 069 per annum. All inclusive salary package (excluding commuted overtime).</td>
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<tr>
<td>Grade 3</td>
<td>R1 316 136 per annum. All inclusive salary package (excluding commuted overtime).</td>
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<tr>
<th>CENTRE</th>
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<tr>
<td></td>
<td>Inkosi Albert Luthuli Central Hospital</td>
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<th>REQUIREMENTS</th>
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<tr>
<td></td>
<td>MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon</td>
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<td>with the Health Professions Council of South Africa with prior surgical experience.</td>
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<td>Registrars who have completed their training may also apply on condition that their</td>
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<td>appointment will be subject to them submitting documentary evidence of registration with</td>
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<td></td>
<td>the Health Professions Council of South Africa. Knowledge, Skills Training and Competence:</td>
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<td>Ability to teach and supervise junior staff. Middle Management Skills. Research principles.</td>
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<td>Good administrative, decision making and communication skills. Computer literacy.</td>
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Grade 1: The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Grade 2: Requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery). Grade 3: requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery).

<table>
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<tr>
<th>DUTIES</th>
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<tr>
<td></td>
<td>Performing complex Neurosurgical procedures and simultaneously training more junior</td>
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<td>doctors in the field of Neurosurgery. Overseeing patient management in the Intensive</td>
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<td>Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously.</td>
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<td>Decision making with regard to patient management. Develop patient management protocols</td>
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<td>and in-put on clinical governance. Participate in staff recruitment, attend management</td>
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<td>and other meetings of affiliated disciplines, liaise and conduct interactive meetings</td>
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<td>with allied and supportive disciplines. Conduct research within the Neurosurgical</td>
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<td>Department; supervise research with a view to improving quality of the patient care.</td>
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<td>Draw up academic program for the department. Participate in all academic meetings within</td>
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<td>the department with a view to training Neurosurgeons. Attend multi-disciplinary academic</td>
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<td>meetings with a view to improving overall patient care. Participate in outreach programs.</td>
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<td></td>
<td>Participate in both academic and clinical administrative activities. The appointee will</td>
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<td>be required to perform Neurosurgical operations expected of a specialist, attend to</td>
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<td>administration matters, outpatient duty and “on call” duties when he/she will need to</td>
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<td>field urgent referrals and be required to take the appropriate action regarding these.</td>
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<td>Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part</td>
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<td>of a multi -disciplinary team when deemed necessary.</td>
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<th>ENQUIRIES</th>
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<td></td>
<td>Dr BC Enicker Tel No: 031 240 1134/240 1133.</td>
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All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**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.

**CLOSING DATE**

18 May 2018

**POST 17/51**

MEDICAL SPECIALIST REF NO: MEDSPECDERM/1/2018 (X 1)

Department: Dermatology

**SALARY**

Grade 1: R991 857 per annum all-inclusive salary package (Excluding Commuted Overtime).

Grade 2: R1 134 069 per annum all-inclusive salary package (Excluding Commuted Overtime).

Grade 3: R1 316 136 per annum all-inclusive salary package (Excluding Commuted Overtime).

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MBCHB or equivalent. The applicant must be registered as a Specialist Dermatologist with the Health Professions Council of South Africa. Current Registration. **Grade 1**: requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Dermatology. **Grade 2**: requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Dermatology. **Grade 3**: requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Dermatology.

**DUTIES**

Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied Health personnel and participate in formal teaching as required by the department. Promote community-orientated services. Conduct outpatient clinics and provide expert opinion where required. Will be requested to teach in the DFR or wherever the need may be where there is a training platform for both undergraduate and postgraduates. HOD, will on his/her discretion allocate the candidate to provide service wherever there is a shortage. Expected to conduct research and any drug trials that the department maybe involved in. Will be expected to run teledermatology clinics. Will be allocated administrative portfolios depending on the directive of the HOD. Expected to contribute and be actively involved in outreach programmes and initiatives. Will be rotated to any of the DFR skin clinics to provide clinical services whenever there is a need, shortage or as part of the consultant
ENQURIES: Prof Anisa Mosam Tel No: 031 260 4531
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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.

CLOSING DATE: 18 May 2018

POST 17/52: MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/1/2018 (X1)
Department: Anaesthetics

SALARY:
- Grade I: R991 857 per annum (all inclusive Salary package) excluding commuted overtime.
- Grade II: R1 134 069 per annum (all inclusive salary package) excluding commuted overtime
- Grade III: R1 316 136 per annum (all inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Candidates who have completed their period of registrar training and passed their final FCA examination will be considered. The MMed project required for full registration should be completed within a year of assuming duty. An interest in Pain Medicine and developing the Pain Services will be an advantage. Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage.

**Grade I:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade II:** requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade III:** requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
DUTIES:
Assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Be part of the multi-disciplinary team when deemed necessary. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and postgraduate teaching programmes.

ENQUIRIES:
Dr Bechan Tel No: 031 240 1762 / 2450

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

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.

CLOSING DATE:
18 May 2018

OTHER POSTS
POST 17/53:
MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 10/18
Component: Urology
The purpose of this post is to offer the incumbent the opportunity to gain experience in Urology in a teaching department. The post will be best suited for a candidate looking to prepare for the FC Urol (SA) Primary fellowship examinations, or for a candidate with the Primary examinations to prepare for the Intermediate examinations, with a view to subsequently applying for a registrar post in Urology. The post will also be suitable for a candidate with a specific interest in urology who would like to work in a tertiary urology department.

SALARY:
Grade 1: R736 425 per annum
Grade 2: R842 028 per annum
Grade 3: R977 199 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

CENTRE: Greys Hospital

PMB Metropolitan Hospital Complex (Greys, Edendale and Northdale Hospital) - will be required to rotate through the PMB Metropolitan Complex.

REQUIREMENTS: Minimum Requirements: MBChB Degree PLUS Current registration with the HPCSA as a Medical Practitioner. Recommendations: The following are recommended: Advanced Trauma Life Support (ATLS), FCS (SA) Primary examination will be an advantage if already achieved. More than six months experience in general surgery will be an advantage. Candidates are encouraged to include proof of the above and or other relevant achievements, in their curriculum vitae. Evidence of academic activity relevant to Urology. Additional relevant clinical experience. Research experience. Knowledge, Skills, Training and Competency Required: Knowledge of clinical medicine as specified for the MBChB degree. Knowledge of aspects of clinical medicine specific to the practice of Urology. Basic clinical and surgical skills for the management of urological emergencies will be an advantage. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

DUTIES: Participate in the provision of a urological service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the provision of after-hours urological services in Pietermaritzburg. Candidates appointed at Greys may be required to perform after-hours duties at Greys Hospital and Edendale Hospital. Participate in the departmental academic program including presenting topics. Rotation between Greys and Edendale Hospitals according to departmental requirements. Comply with all departmental rules and regulations. Participate in department research projects. Participate in outreach activities.

ENQUIRIES: DR R Sathiram – Tel No: 033-8973076/ Ronisha. sathiram@kzn health.gov.za

APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION: Mrs. M. Chandulal

NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department or website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 10/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
The candidate will be required to work in the PMB metropolitan as well as participate in outreach activities. The candidate will also be required to participate in academic activities.

**CLOSING DATE**: 14 May 2018

**POST 17/54**: MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 7/18
Component: Paediatric Department- Haematology/ Oncology Unit

**SALARY**: Grade 1: R736 425 per annum  
Grade 2: R842 028 per annum  
Grade 3: R977 199 per annum  
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with optional Commuted Overtime. Incumbents who opt for overtime will have to sign the commuted overtime contract form.

**CENTRE**: Greys Hospital, Pietermaritzburg

**REQUIREMENTS**:  
Minimum Requirements: MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice. Recommendations: Minimum of 2 years experience in a Paediatric Haematology / Oncology unit, working under the supervision and with credentialing of a Paediatric Haematologist and/or Paediatric Oncologist, Plus Prior experience in Paediatrics & Child Health will be considered at short-listing as an advantage. Diploma in Child Health (will be an added advantage). Knowledge, Skills, Training and Competency Required: Relevant medical knowledge, with paediatrics and child health focus Specific knowledge in Paediatric haematological and oncological conditions. Skills and competence at procedures in children with cancers – bone marrow, other biopsies, chemotherapy including prescription and intrathecal administration, palliative care. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology and statistics. **Grade 1**: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

**DUTIES**: (Will cover shared clinical skills, performance, training, supervision & support and administration & management. Responsibilities will be supervised and credentialled by the sub-specialist Paediatric Haematologist in unit or from IALCH). Participate in the shared provision of in- and outpatient clinical care within the Paediatrics Haematology / Oncology Unit at Grey's Hospital. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the shared training & development AND supervision & support of medical officers, CSOs and interns in the Department. (For those with requisite experience – Grade 2 & 3). Participate in the departmental academic programme. Assist with the shared administration of the Paediatric Haematology / Oncology Unit at Grey's Hospital. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department.

**ENQUIRIES**

Dr Barnesh Dhada  
Tel No: 033 897 3264

**APPLICATIONS**: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal

NOTE: Directions To Candidates: The following documents must be submitted:
- Application for employment form (Z83) which is obtainable at any Government Department OR website;
- Certified copies of highest educational qualifications and professional registration certificates - not copies of certified copies;
- Curriculum Vitae and certified ID copy

NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 7/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 14 May 2018

POST 17/55: MEDICAL OFFICER: SPECIALISED SURGERY REF NO: MO SPECSURG/1/2018 (X 1)

Department: Specialised Surgical Services

SALARY:
- Grade1: R 736 425 per annum (All inclusive Salary Package) excluding Commuted Overtime
- Grade 2: R842 028 per annum (All inclusive Salary Package) excluding Commuted overtime.
- Grade 3: R977 199 per annum (All inclusive Salary Package) excluding Commuted Overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS:
- Grade1: Experience: No experience required.
The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES:
- Appropriate diagnosis in a patient, including the appropriate investigational tools. Appropriate selection of treatment modalities. Appropriate management and follow-up of a patient. Participation in academic and teaching meetings in the department. Be part of a multi-disciplinary team when deemed necessary.
- Commuted Overtime.

ENQUIRIES: Dr F Anderson. Tel No: 031 240 1336

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

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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.

CLOSING DATE: 18 May 2018

POST 17/56: MEDICAL OFFICER REF NO: MOBURNS/1/2018 X 1

Department: Burns Unit

SALARY: Grade 1: R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime - No experience required. Grade 2: R842 028 per annum (All inclusive Salary Package) excluding Commuted overtime. Grade 3: R977 199 per annum (All inclusive Salary Package) excluding commuted Overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Completion of the ATLS and ACLS and PALS courses. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. The principles of peri-operative care, and supportive management of the critically ill. Proof of additional training such as Dip PEC or DA. Grade 1: The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner, with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer. Grade 2: requires 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer. Grade 3: The appointment to Grade 3 requires 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES: The resuscitation, ongoing ward management and perioperative care of the acute and chronic burn patient. Assisting with the operative management of the burn patient. Participation in the audit, academic and research programs of the burns and trauma unit. Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both burns and trauma patients. Calls are done on-site (NB after a minimum of 12 months the
experience may be signed off as required ICU-time for the surgical intermediate exam) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

ENQUIRIES: Dr. D Hollander Tel No: 031-2402247
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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 APR0/1/2006. 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.

CLOSING DATE: 18 May 2018

POST 17/57: MEDICAL OFFICER – IALCH REF NO: NEUROLOGY MO/1/2018 X 2
Department of Neurology

SALARY: Grade 1: Medical Officer –R736 425 per annum (All inclusive Salary Package) excluding Commuted Overtime
Grade 2: Medical Officer –R842 028 per annum (All inclusive Salary Package) excluding commuted overtime.
Grade 3: Medical Officer –R977 199 per annum (All inclusive Salary Package) excluding commuted overtime.

REQUIREMENTS: Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Possession of the Part 1 of the FCN degree will be considered as an advantage. Candidates must be South African citizens or be in possession of documentary proof of permanent residence. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills. Grade 1: Experience: At least 6 months in internal medicine at MO level or above. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Ten years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade
DUTIES: Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Attend an ongoing medical management of patients with acute and chronic neurology conditions. Participate in after-hours calls system. Postgraduate education, personal development and participation in all academic meetings. Rotation within the discipline as determined by the head of department.

ENQUIRIES: Prof Al Bhigjee Tel No: (+27)31-240 2359 / 2363

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

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 due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 18 May 2018

POST 17/58: ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE STREAM:
REF NO: UMG01/04/18
Cluster: Umshwathi Sub District

SALARY: R546 315 - R614 874 per annum (as per OSD)

CENTRE: Umgungundlovu District Office

REQUIREMENTS: Matric certificate, Diploma/Degree in nursing (General and Midwifery) PLUS 10 years experience as a Professional Nurse, Post basic qualification in Primary Health Care PLUS 6 years experience in Primary Health Care environment after obtaining post basic qualification, Current registration with the South Africa Nursing Council (SANC) At least 3 years Managerial experience in PHC in an appropriate/recognizable environment preferable PHC, Valid Code 8 Drivers licence, Computer literacy: MS Office software applications. Proof of current and previous work experience endorsed by the employer must be attached. Recommendations: Diploma/Degree in Nursing Administration. Knowledge, Skills, Training And Competencies Required: knowledge and experience in Public and Community Health, knowledge of policy directives informing the provisioning of Health Care in developing environment, ability to identify service delivery risks within the sub district and to facilitate corrective action by responsible entities, knowledge of Labour Relations and HR management practices, sound verbal and written communication skills.

DUTIES: Ensure quality of PHC services and implementation of quality improvement programme in line with the NHI. Ensure establishment if highly motivated, well

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developed and adequate health care workforce. Plan, monitor and control utilization of budget and other resources allocated for PHC services in the Sub district. Analyze the operational imperatives set by the strategic plans set by the Department of Health policies and Health programmes with the view to develop implementation strategies for the District. Provide clear defined objectives and targets for the delivery of PHC services whilst simultaneously addressing specific health needs of Health care users in the sub district. Co-ordinate, evaluate and monitor compliance with Primary Health care service delivery prescripts and initiate appropriate corrective measures.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

MRS SW Mbambo
Tel No: 033 897 1000 Ext 1041

Human Resource Practices

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males and Indian females.

CLOSING DATE

11 May 2018

POST 17/59

OPERATIONAL MANAGER NURSING (GENERAL) - Gr 1 REF NO: OMN 01/2018

Re-advertisement (Employment Equity plan: African Male)

SALARY

R394 665 per annum (Grade 1), Plus Benefits: 13% Cheque home owners allowance (Employee must meet prescribed requirements) medical aid (optional) 12% in-hospitable allowance

CENTRE

Dundee Provincial Hospital – Male Surgical Ward

REQUIREMENTS

Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration with the SANC as Professional Nurse and Midwifery. Current Registration certificate with SANC (2018). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Recommendation: Proof of computer literacy. Degree / Diploma in Nursing Management. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing status, and other relevant legal frameworks. Knowledge of labour relations. Good verbal and written communication skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skill.

DUTIES

Coordination of optimal, holistic specialized nursing care provided within set standards and professional legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development,
infection control and quality control and information management practices in the hospital against set standard with view to identity and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Provision of effective support to nursing services. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Participate in all initiatives with aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet need and demands of the clients.

ENQUIRIES: Mrs. NT Mkhize, Tel No: 061 825 7107 Ext 268
APPLICATIONS: The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

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

CLOSING DATE: 11 May 2018, 16:00 afternoon
POST 17/60: CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM (4 POSTS)
Ndlangubo Clinic Ref No: CNP NDL 4/2018
Gateway Clinic Ref No: CNP GW 5/2018
Sipilile Clinic Ref No: CNP SIP 6/2018

SALARY: Clinical Nurse Practitioner Grade 1: R340 431 - R394 665 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R418 701- R514962 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE: Eshowe District Hospital: Ndlangubo, Gateway and Sipilile Primary Health Care Clinics

REQUIREMENTS: Degree/Diploma in General Nursing, Registration with South African Nursing Council as a Professional Nurse (PHC), Grade 1: Experience: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Grade 2: Experience: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing, of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by
Human Resource Management. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele, Interpersonal skills, including public relations, negotiating conflict handling and counseling skills, Insight into procedures and policies pertaining to nursing care.

**DUTIES:**
Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).

**ENQUIRIES:**
Nursing Manager: DR FN Dube: Tel No: 035-4734500

**APPLICATIONS:**
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION:**
Mrs GZ Dube: Human Resource Manager

**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 must be 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 clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education 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 shortlisted candidates only. *People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims (S&T).*

**CLOSING DATE:**
11 May 2018

**POST 17/61:** CLINICAL NURSE PRACTITIONER (PHC) GR 1 AND GR 2 REF NO: LIME 01/2018 (X 1 POST)

**SALARY:**
Gr 1: R340 431 - R394 665 per annum  
Gr 2: R418 701 - R514 932 per annum  
Other Benefits: 13th Cheque; Medical Aid (optional); Home Owner’s allowance (employee must meet prescribed requirements) 8% Rural allowance

**CENTRE:** Limehill Clinic

**REQUIREMENTS:**
**Grade 1:** Senior Certificate. Degree/ diploma in nursing that allows for registration with SANC, Registration with SANC as Professional Nurse, Diploma in Clinical Nursing Science ; Assessment; diagnosis treatment and care, A minimum of 04 years appropriate experience after registration as Professional Nurse, Current SANC Receipt 2018. **Grade 2:** Grade 12, Degree/diploma in nursing that allows for registration with SANC, Registration with
SANC as Professional Nurse, Diploma in Clinical Nursing Science; Assessment; diagnosis treatment and care, A minimum of 14 years appropriate experience after registration as a professional nurse with SANC in general Nursing, A least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty, Current SANC receipt. The ideal candidate must have: Knowledge of SANC rules and regulations, Knowledge of Legislative framework and Departmental prescripts, Ability to formulate patient care related polices, Knowledge of provincial and national acts and policies, Knowledge of sound nursing care delivery approaches, Basic financial management skills, Knowledge of human resource management, Ability to formulate vision; mission and objective of the unit, Communication skills and decision making, Ability to provide mentoring and coaching to her/his supervisee, Leadership and supervisory skills.

DUTIES:
- Provision of comprehensive of service according to PHC core packages.
- Provision of quality comprehensive community health care (preventive and promote; curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching; training and continuous evaluation of employees. Responsible for screening; diagnosis and management of patients at Primary Health Care level. Initiate treatment; implementation of programme and evaluation of patient’s clinical conditions. Initiate community protection, involvement in Sukuma Sakhe Projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes indicators are achieved. Involved in clinical audits. Data management. Advocate for Nursing Professionalism and Ethics

ENQUIRIES
Mrs C.I Ndlou Tel No: 036 6379600

APPLICATIONS
All applications should be forwarded to: The Human Resources Manager 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
22 May 2018
POST: 17/62

PROFESSIONAL NURSE - SPECIALITY (ADM) X3 POSTS

SALARY
Gr 1: R340 431 per annum
Gr 2: R418 701 per annum
Other Benefits: 13th Cheque; Medical Aid (optional); Home Owner’s allowance (employee must meet prescribed requirements) 8% Rural allowance

CENTRE
St Chads CHC: Ref No: STC 03/2018
Ezakheni Nr 2 Clinic: Ref No: EZA 01/2018
Ekuvukeni Clinic: Ref No: EKU 01/2018

REQUIREMENTS
Matric or Equivalent, Diploma / Degree in General Nursing PLUS Midwifery, One (1) year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science, Proof of current registration with SANC (2018), Registration with the South African Nursing Council as the General Nurse and Midwife,
Experience: A minimum of 4 years appropriate /recognizable experience in nursing after registration as the Professional Nurse with SANC in General Nursing, Certificate Of Service Endorsed By Human Resource Department,

Professional Nurse Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nurse, At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science.

Professional Nurse Grade 02: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/recognizable experience after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science, specialty, Current SANC receipt.
The ideal candidate must have: Knowledge of SANC rules and regulations, Knowledge of Legislative framework and Departmental prescripts, Ability to formulate patient care related polices, Knowledge of provincial and national acts and policies, Knowledge of sound nursing care delivery approaches, Basic financial management skills, Knowledge of human resource management, Ability to formulate vision; mission; and objective of the unit, Communication skills and decision making, Ability to provide mentoring and coaching to her/his supervisee, Leadership and supervisory skills.

DUTIES
Execute duties and functions with proficiency within prescripts of applicable legislation. Execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients’ rights. Maintaining clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patients needs. Improve perinatal mortality and morbidity through implementation of priority programmes e.g EMTCT, CARMMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programs. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of infection Control and Prevention and control standards, Occupational Health and Safety Act and prevention of medico/Legal Risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of the National Core Standards. Provide adequate health education, awareness and be involved in campaigns. Promote women’s, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics. NB: Hours of duty 40 hrs per week. Work Shifts i.e. Day and Night duty. Shift work may include straight shift and flexi hours and may include readjustments as required to provide adequate nursing coverage.

ENQUIRIES
Mrs C.I. Ndlovu Tel No: 036 6379600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager 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 : 22 May 2018

POST 17/63 : CLINICAL NURSE PRACTITIONER (PHC) GR 1 REF NO: EKU 02/2018 (X1 POST)

SALARY : Gr 1: R340 431 per annum
Gr 2: R418 701 per annum
Other Benefits: 13th Cheque; Medical Aid (optional); Home Owner’s allowance (employee must meet prescribed requirements) 8% Rural allowance

CENTRE : Ekuwukeni Clinic (School Health Services)

REQUIREMENTS : Matric or Equivalent, Diploma / Degree in General Nursing Plus Midwifery, Current registration with the healthy profession of South Africa as a Professional nurse plus(1) year post basic qualification in Clinical nursing science; Health Assessment; Treatment and Care .Minimum of 4 years appropriate recognized nursing experience as general nurse .Recommendation: Driver’s license (code EB),Computer literacy. Knowledge: Relevant legal framework,Good verbal and communication skills,Knowledge of ISHP service package, Problem solving, Decision making,’Patient’ right and Batho Pele Principle ,Leadership; organizing and counselling.

DUTIES : To provide preventive and promotive service that address the healthy needs of school going children .To facilitate referral to health and other services where required .To support the school community in creating wealth .To ensure sustainable coordinating and multispectral partnership .To mobilize the resource for implementation of school policy .To implement the ISHP service package. To conduct environmental assessments in all schools. Gr 2 and Gr 3 : Knowledge : Knowledge of all applicable legislations such as Nursing ACTs; Mental Act; OH&S Acts; Batho pele principles and patient right charter; Labour relations act ; grievance procedures etc. Leadership ; organizational; decision making and problem solving ; conflict handling and counselling .Good listening and communication skills .Co-ordination and planning skills .Team building and supervisory skills .Good interpersonal relation skill .Good insight of
procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

Provide quality comprehensive PHC by promoting preventative; curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning; identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promote scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and prevention of medico-legal hazards. Ensuring proper utilization and safekeeping of basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho pele principles are implemented. Work as part of multi-disciplinary team. Initiate community participation. Data management. Conduct environmental assessments to all schools. Implement the ISHP service package. Advocate for Nursing Professionalism and Ethics. To conduct environmental assessments in all schools. Key Performance Areas: Execute duties and functions with proficiency within prescripts of applicable legislation. Execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of data management.

**ENQUIRIES**

Mrs C.I. Ndlovu Tel No: 036 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager 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, 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**

22 May 2018

**POST 17/64**

RADIOGRAPHER REF NO: RADIOONCO/1/2018 X 2

Department: Radiation Oncology

**SALARY**

Grade 1: R281 148 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R331 179 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements.
Grade 3: R390 123 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements.

CENTRE:
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Radiotherapy). A minimum of one year clinical experience in Radiotherapy will be an advantage. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care. Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiographers. Grade 2: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Grade 3: Minimum 20 years relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

DUTIES:
Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide an overtime support and rotate to Addington Radiotherapy when needed.

ENQUIRIES:
B. Rasool: Tel No: 013 2401856/1839

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

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.

**CLOSING DATE**

: 18 May 2018
ANNEXURE S

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

FOR ATTENTION: Mr. G Mathebula, HR Provisioning

CLOSING DATE: 17 May 2018

NOTE: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver’s license where required. Please note that a passport or driver’s license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below.

MANAGEMENT ECHELON

POST 17/65: DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY REF NO: M3/020

SALARY: An all-inclusive remuneration package of R948 174 per annum. The package can be structured according to the individual’s personal needs.

CENTRE: Head Office, Nelspruit

REQUIREMENTS: A degree at NQF level 7 with Mathematics / Science / Technology as major subjects or a degree at NQF level 7 with curriculum management as major subject, and mathematics / science / technology included as major subjects in the initial teaching qualifications (Diploma at NQF Level 6) or post graduate qualification, plus a minimum of 5 years’ experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing mathematics, science and technology education as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of maths, science and technology. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising
and project management skills. Sound financial management skills. Ability to
develop logical frameworks and other planning models. Ability to develop and
adhere to work schedules and to work under pressure. Ability to maintain the
required level of information confidentiality and security. Developed computer
literacy. Willingness to travel and work beyond normal working hours. The
ability to provide strategic leadership and to deliver excellent results under
pressure will be a strong recommendation. Valid driver's license.

**DUTIES**

Promote the development and implementation of curriculum and programmes
for mathematics, science and technology curriculum in the General- and
Further Education and Training band. Ensure the development, planning,
implementation, monitoring, assessment and co-ordination of policy and
systems for Mathematics, Science and Technology (MST). Ensure the
effective delivery of policy, programmes and systems for MST in the GET band
and MST in the FET band. Ensure compliance, implementation and
maintenance of national and provincial policy frameworks in the responsible
areas of activity. Ensure mission effectiveness and operational efficiency
through effective and efficient resources management, including the human
resources, finance, equipment and systems of the component. Contribute to
the strategic direction of the Department. Pro-actively build sound relationships
with key stakeholders and clients, including organised labour. Empower staff
within the component through coaching, development and skills transfer. The
appointee will be a member of the management echelon of the Department of
Education, and will be expected to contribute at that level. Promote a culture
of efficiency and quality.

**ENQUIRIES**

Ms LH Moyane, Tel (013) 766 5155.

**NOTE**

The successful candidate will have to sign an annual performance agreement,
annually disclose his/her financial interests and be subjected to a security
clearance. Appointment will be subject to competency assessment. Shortlisted
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. This is a re-
advertisement of Post Ref. No: M1/001 previously advertised in the website of
the DPSA on 16 February 2018. Interested applicants should re-apply.

**OTHER POSTS**

**POST 17/66**

**DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO:** M3/021

**SALARY**

R453 246 per annum

**CENTRE**

Bethal Circuit Office, Bethal

**REQUIREMENTS**

An appropriate recognised three- or four year qualification in the
learning/subject area/phase, plus eight years relevant experience. Sound
knowledge of school administration and the interactions between various role
players in education. Competent manager in curriculum delivery. Sufficient
knowledge and understanding of current national and provincial education-
and public service policies and legislation. Proven track record in the area of
coordination of activities and participative style of management as well as
leadership skills. Proven negotiation and conflict management skills. Ability to
communicate effectively with broader spectrum of role players. Good verbal
and written communication- and financial management skills. Policy
development- and researching skills. Curriculum- and staff developing skills.
Valid driver’s license. Registration with SACE.

**DUTIES**

Monitor implementation of curriculars, administrative and financial policies and
directives at institutions. Monitor that objectives of institutions are met in
accordance with budget allocations. Maintain discipline. Interpret and
communicate all policies to stakeholders. Monitoring schools and subject
improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES
Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097.

NOTE
This is a re-advertisement of Post Ref. No: K12/175 previously advertised in the website of the DPSA on 29 September 2017. Interested applicants should re-apply.

POST 17/67
DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT
REF NO: M3/022

SALARY
R453 246 per annum

CENTRE
Sikhulile Circuit Office, Kanyamazane

REQUIREMENTS
An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE.

DUTIES
Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES
Ms JT Dlamini, Tel No: (013) 766 0508.
NOTE: This is a re-advertisement of Post Ref. No: K12/181 previously advertised in the website of the DPSA on 29 September 2017. Interested applicants should re-apply.

POST 17/68: SENIOR EDUCATION SPECIALIST: MATHEMATICS REF NO: M3/023

SALARY: R367 773 per annum
CENTRE: Moretele PDC, Moretele
REQUIREMENTS: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver’s license. Registration with SACE.

DUTIES: Implement policy regarding FET specific subject curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Develop training material, support material and programmes in the specific subjects. Develop subject specific performance improvement plans and assessment tasks. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters.

ENQUIRIES: Ms M Masilela, Tel No: (013) 947 1788 (SES – Mathematics).
NOTE: This is a re-advertisement of Post Ref. No: K11/106 previously advertised in the website of the DPSA on 25 August 2017. Interested applicants should re-apply.

POST 17/69: SENIOR EDUCATION SPECIALIST: ELECTRICAL/ELECTRONIC REF NO: M3/024

SALARY: R367 773 per annum
CENTRE: Witbank PDC, KwaMhlanga
REQUIREMENTS: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. A relevant trade and or practical experience in industry will be a recommendation. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver’s license. Registration with SACE.

DUTIES: Implement policy regarding FET specific subject curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Develop training material, support material and programmes in the specific subjects. Develop subject specific performance improvement plans and assessment tasks. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters. Assist educators in maintaining equipment and workshops at schools.

ENQUIRIES: Ms M Masilela, Tel No: (013) 947 1788 (SES – Electrical Technology).
NOTE: This is a re-advertisement of Post Ref. No: K11/110 previously advertised in the website of the DPSA on 25 August 2017. Interested applicants should re-apply.

POST 17/70: SENIOR EDUCATION SPECIALIST: LEARNING MATTERS REF NO: M3/026

SALARY: R367 773 per annum
CENTRE: Bohlabela District Office, Bushbuckridge
REQUIREMENTS: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Valid driver’s license. Registration with SACE.
Recommendations: Training in Educational Psychology and or Education Psychometrics as well as Education Psychology and or Education Psychometrics included as subjects in either the initial teaching qualification or post graduate qualifications. A relevant postgraduate qualification. Experience in the education of learners with learning problems.

**DUTIES**: Facilitate the development and implementation of individual programmes for learners experiencing learning problems as well as for gifted learners. Implement curriculum programmes. Implement policy on remedial education. Facilitate community based remedial centers and inclusive education.

**ENQUIRIES**: Mr TZ Magoane, Tel No: (013) 766 7410.

**NOTE**: This is a re-advertisement of Post Ref. No: K11/143 previously advertised in the website of the DPSA on 25 August 2017. Interested applicants should re-apply.
ANNEXURE T

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: 18 May 2018

NOTE: The Office of the Premier is an equal employment opportunity and affirmative action employer and it 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. Employment Equity plan of the Office will be considered when filling these positions. 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 three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

OTHER POSTS

POST 17/71: ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: NWOoP/04/01

SALARY: R334 545 per annum (Level 9)
CENTRE: Mahikeng
REQUIREMENTS: A three year Bachelor’s degree/ Commerce and /or equivalent qualification (NQF level and Credits). 2-3 years relevant work experience. Must have extensive knowledge of Public Service Prescripts, time management skills, ability and willingness to work under pressure, adhere to prescribed time frames; good interpersonal, communication and presentation skills, and be computer literate. Candidate must be assertive, disciplined and have integrity, be of sound judgement, able to use discretion in dealing with secret and confidential matters and will required to travel extensively. Have a valid driver’s license.

DUTIES: Conducting investigations by collecting documentation from clients for analysis. Maintenance of Forensic cases database. Management of stakeholders and liaison with other law enforcement agencies. Prepare and present reports/ evidence on cases investigated to supervisor.

ENQUIRIES: Ms. S.M. Mphehlo, Tel No: 018 388 4039

POST 17/72: ASSISTANT DIRECTOR: ANTI-CORRUPTION & ETHICS REF NO: NWOoP/04/02

SALARY: R334 545 per annum (Level 9)
CENTRE: Mahikeng
REQUIREMENTS: A three year Bachelor’s degree/ Commerce and /or equivalent qualification (NQF level and Credits). 2-3 years relevant work experience. Sound knowledge of Anti-Fraud/corruption legislation. A clear understanding of Project Management principles. Must have an extensive knowledge of Public Service prescripts. Knowledge of PFMA and Treasury Regulations and
National Anti-Corruption Strategy. Ability to conduct education, training and awareness programmes will be an added advantage. Proficiency in presentation and facilitation skills. Good communication skills.

**DUTIES**

Provide secretariat services support to the Provincial Anti-corruption Forum and Provincial Anti-Corruption, Ethics Technical Committee. Ensure that the Directorate performs advocacy through training /education/information and awareness programmes on Anti-Corruption throughout the Province. Manage National Anti-Corruption hotline cases. Liaison with other law enforcement agencies. Facilitate fraud prevention and ethics assessment within the Province. Draft and manage annual fraud prevention plan. Regularly review and update the fraud prevention plan. Convene and co-ordinate the Provincial Anti-Corruption, Ethics Technical Committee. Coordination of Financial Disclosure for Provincial departments.

**ENQUIRIES**

Ms. S.M. Mphehlo, Tel No: 018 388 4039
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE: 14 May 2018

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 17/73: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: CS 2018-10

SALARY: R334 545 per annum (Level 9)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: 3-year National Diploma/B-Degree in Supply Chain Management/ Logistics or any other relevant field; A minimum of 3 years' relevant experience in Supply Chain Management; A valid driving licence. Recommendations: Extensive LOGIS, Bids and Integrated Procurement Solution (IPS) experience. Competencies: Extensive knowledge of Supply Chain Management systems such as a LOGIS and IPS; In-depth working knowledge of BIDS, contracts, leases and service level agreements in the Public Sector; Extensive knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Preferential Procurement Policy Framework Act); Good interpersonal skills; Good organisational skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work with diverse stakeholders; Time Managements skills; Analytical and problem solving skills.

DUTIES: Responsible for the following; Supply Chain Management operations; Demand and procurement planning; Bids and Electronic Purchasing Systems (IPS); Monthly and quarterly reporting as per National Treasury Regulations and Provincial Treasury Instructions; Departmental inventory and consumables; Maintaining and safe keeping of BIDS, leases and contract documentation.

ENQUIRIES: Mr LR Lawrence at (021) 483 6059

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: 14 May 2018

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.
POST 17/74  :  DEPUTY DIRECTOR: STRATEGIC COORDINATION, REF NO: DEDAT 2018-17

SALARY  :  All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE  :  Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS  :  3-Year National Diploma/B-Degree with a minimum of 3 years relevant management experience. Recommendations: B-Degree in Economics or Economics as a tertiary subject; Extensive knowledge of applicable strategic policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Knowledge of people Management process; Labour Relations. Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Knowledge management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES  :  Coordinate strategic and operational planning processes; Coordinate compilation of departmental strategic plan and reporting; Develop and ensure the implementation of departmental programme and project such as the service delivery and implementation plan; Support PPM processes in the Department and provide technical assistance to programme/project managers; Assist the Director in ensuring that departmental programmes and projects correspond with their original strategic intent and scope and provide support to the programmes on the development of strategic objectives aligned to indicators; Manage the Biz Project at departmental level; Support departmental programme/project assurance and reporting; People and Financial Management.

ENQUIRIES  :  Cheryl Julies at (021) 483 9000

POST 17/75  :  ASSISTANT DIRECTOR: ECONOMIC RESEARCH AND DEVELOPMENT, (2 YEAR CONTRACT POSITION), REF NO: DEDAT 2018-16

SALARY  :  R334 545 per annum plus 37% in lieu of service benefits (Level 9)
CENTRE  :  Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS  :  Relevant National Diploma/B-Degree in Economics with a minimum of 3 years’ experience in an economic research environment. Recommendations: Honours Degree in Economics. Competencies: Knowledge in the following: Provincial policies on Economic Development; Statistical information applied in economics; Applicable policies and procedures; Labour economics; Development economics; Financial management; Public Service procedures; Advanced statistical analysis skills; Ability to access research sources and databases (Quantec, IHS Markit etc); Sound Project Management skills; Organising, planning and time management skills; Orientated and analytical; Communication (written & verbal) skills; Project conceptualization; Report writing, editing and problem solving; Draft documentation like analytical reports etc; Work under pressure; Make sound judgments; Function as a team member.

DUTIES  :  Assist in the development and management of economic research methodologies and systems; Administer provincial economic impact assessments; Render economic research support services; Ensure vertical and horizontal alignment of economic research, policy and plans of relevant stakeholders; Support the contract management responsibilities by doing the following: Assists in the budgeting processes; Ensure that the correct tender and procurements are adhered to in respect of purchases and projects; Assist in the responsible management, maintenance and safekeeping of assets within the location.
ENQUIRIES : Ms C Kriel at (021) 483 9496

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 17/76 : MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: MATERNAL FETAL MEDICINE)

SALARY : Grade 1: R1 151 088 per annum
           Grade 2: R1 316 136 per annum
           Grade 3: R1 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 in the Sub-specialty Maternal Fetal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist in the Sub-specialty Maternal Fetal Medicine after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist in the Sub-specialty Maternal Fetal Medicine after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Competencies (knowledge/skills): Extensive specialist knowledge in Maternal and Fetal Medicine and areas of research. Specialist knowledge in teaching of all aspects of Maternal Fetal Medicine.

DUTIES : Provide and manage both in and out-patient specialist Maternal Fetal services within the Division of Obstetrics and Gynaecology. Provide specialist clinical service to mothers and babies in-and out-patients in Groote Schuur hospital and affiliated hospitals. Supervise and train under-and post-graduate students in the Department of Obstetrics and Gynaecology. Conduct research. Provide support in respect of administrative and management functions.

ENQUIRIES : Prof L Denny, Tel No: (021) 404-4485 lynette.denny@uct.ac.za
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms J Heunis/Ms B Alexander
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: 11 May 2018

OTHER POSTS

POST 17/77: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

SALARY: R499 953 (PN-B3) per annum
CENTRE: Malmesbury CDC, Swartland Sub-district
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognition experience after initial registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recongnisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
DUTIES: Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management W.R.T data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES: Ms J van der Westhuizen, Tel No: (022) 482-2729
APPLICATIONS: to the Manager: Medical Services, Private Bag X2, Malmesbury, 7299.
FOR ATTENTION: Ms C Julius
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 11 May 2018

POST 17/78: OPERATIONAL MANAGER (SPECIALITY AREA: PAEDIATRICS WARD)

SALARY: R499 953 (PN-B3) per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science or Advanced Paediatrics, or Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognition experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in one of the specific specialties after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the
public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES**
Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in a Paediatric setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
Ms F Baartman, Tel No: (021) 938-4055

**APPLICATIONS**
The Chief Executive Officer, Tygerberg Hospitals, Privat Bag X3, Tygerberg, 7505.

**FOR ATTENTION**
Ms V Meyer

**NOTE**
No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

**CLOSING DATE**
11 May 2018

**POST 17/79**
OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)
Overberg District

**SALARY**
R394 665 (PN-A5) per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)

**CENTRE**
Caledon Hospital

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and on weekends when required. After-hours weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Decision making and change management skills. Computer literacy. Knowledge of the current applicable requirements for the maintaining of quality standards. Proven sound interpersonal and management skills and/or management qualification. Expertise in Quality Assurance and Infection, and Prevention Control strategies in health.

**DUTIES**
Responsible for the coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards. Manage the utilisation and supervision of resources effectively. Co-ordinate the provision of effective training, research, maintaining professional growth/ethical standards and self-development. Provide effective support to nursing services. Manage the Quality assurance program of the facility. Collect and collate monthly nursing data and discuss at staff meetings.

**ENQUIRIES**
Ms R Darvel, Tel No: (028) 212-1070

**APPLICATIONS**
The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**
Ms A Brits

**NOTE**
No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

**CLOSING DATE**
11 May 2018

**POST 17/80**
CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (FACILITY BASED SERVICES)
Chief Directorate: Metro Health Services

**SALARY**
R394 665 (PN-A5) per annum

**CENTRE**
Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work within and lead a team as well as working after hours. Willingness to travel. Competencies (knowledge/skills): Display good interpersonal, leadership, project management including communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Demonstrate basic computer literacy skills (MS Word, Excel and PowerPoint) as a support tool to enhance service delivery. Appropriate knowledge and experience in Primary Health Care and Facility Based Programmes and Services. Experience of outcomes based monitoring and evaluation of priority health programme implementation. Experience in providing technical support including outcomes based monitoring, evaluation, in service training and mentoring of priority primary health care health programme implementation.

DUTIES : Facilitate and oversee the development of health programme quality improvement plans and provide operational guidance and technical advice. Support the implementation and operationalisation of facility based programmes that includes maternal health, Women’s health, Child health, Chronic Disease management, mental health as well as Infection Prevention and Control. Provide guidance to facility managers for the maintenance of health programme norms and standards in line with the Ideal Clinic Monitoring System. Provide support and guidance for the implementation of disease prevention and health promotion strategies in line with the focus priorities of the department of health including prevention campaigns. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Mr JW Lucas, Tel No: (021) 815-8879
APPLICATIONS : The Director: Northern/Tygeberg Sub-structure, Bellville Health Park, c/o Frans Conradie & Mike Pienaar Blvd, Bellville 7530.
FOR ATTENTION : Ms FG Malan
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 May 2018

POST 17/81 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R340 431 (PN-B1) per annum
Grade 2: R418 701 (PN-B2) per annum

CENTRE : New Somerset 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 Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. 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 the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational
requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.

**DUTIES**


**ENQUIRIES**

Ms S Basardien, Tel No: (021) 402-6485

**APPLICATIONS**

The Chief Director: Metro Health Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION**

Ms G Owies

**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**

11 May 2018

**POST 17/82**

**ELECTRO CARDIOGRAM ASSISTANT GRADE 1 TO 2 (CARDIOLOGY)**

**SALARY**

Grade 1: R185 301 per annum
Grade 2: R218 274 per annum

**CENTRE**

Red Cross War Memorial Children’s Hospital, Rondebosch

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Registration: Registration with the HPCSA in the relevant profession where applicable. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Grade 2: A minimum of 10 years relevant experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: In-service training. Competencies (knowledge/skills): Ability to work with children of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.

**DUTIES**

Execute electro cardiograms. Train student clinical technologists, registrars and other medical support personnel. Maintain electrocardiogram equipment. Keep records up to date and record data on Clinicom. Develop and update skills in ECG area. Train student clinical technologist, registrars and other medical support personnel.

**ENQUIRIES**

Prof J Lawrenson/Ms Y Singh, Tel No: (021) 658-5588

**APPLICATIONS**

The Chief Executive Officer, Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION**

Mr P Petersen

**NOTE**

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

**CLOSING DATE**

11 May 2018
POST 17/83 : ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)

Overberg District

SALARY : Grade A: R167 778 per annum
    Grade B: R197 631 per annum
    Grade C: R230 721 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum education qualification: An appropriate Trade Test Certificate.
    Experience: Grade A: No experience after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willing to perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the OHSACT (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy. Problem solving and analysis skills combined with production and process knowledge.

DUTIES : Maintain and repair electrical, air conditioner and mechanical installations and equipment. Knowledge of plumbing, civil tasks, painting, tiling and brick layering. Supervise, compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedures. Supervise and control over equipment, stock, materials and tools used within the workshop. Supervise staff (including training), divisional work schedules and completed job cards.

ENQUIRIES : Ms N Fudu, Tel No: (028) 212-1070

APPLICATIONS : The District Director: Overberg District Office, PO Box X07, Caledon 7230.

FOR ATTENTION : Ms A Brits

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 18 May 2018

POST 17/84 : PERSONNEL OFFICER (PEOPLE MANAGEMENT)

Overberg District

SALARY : R152 862 per annum

CENTRE : Overberg District Office, Caledon

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of People Management. Knowledge and experience of PERSAL and their relevant functions.

DUTIES : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.

ENQUIRIES : Mr D September, Tel No: (028) 214 5854

APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits

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

CLOSING DATE : 18 May 2018
| POST 17/85 | **LINEN STORE ASSISTANT**  
West Coast District |
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<tr>
<td><strong>SALARY</strong></td>
<td>R90 234 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Vredenburg Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic numeracy and literacy skills. Experience: Proven experience in an Industrial Laundry. Inherent requirements of the job: Willingness to work weekends and public holidays. Must be physically fit to lift heavy equipment. Competencies (knowledge/skills): Good interpersonal skills. Ability to count accurately. Ability to communicate in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Handle soiled, infectious linen. Pack clean linen in all areas of the hospital. Mend, condemn and count linen. Work on laundry equipment in a cost effective manner. Provide support to Supervisor.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms ME van Vuuren, Tel No: (022) 709-7213</td>
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<tr>
<td><strong>APPLICATIONS</strong></td>
<td>The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Mr J Engel</td>
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<tr>
<td><strong>NOTE</strong></td>
<td>No payment of any kind is required when applying for this post.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>18 May 2018</td>
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| POST 17/86 | **HOUSEHOLD AID**  
West Coast District |
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R90 234 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Citrusdal Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and/or Clinic or other Health Facility cleaning experience. Inherent requirement of the job: Willingness to work shifts, night duty and on public holidays. Competencies (knowledge/skills): Ability to work with heavy duty household/cleaning equipment. Knowledge of infection control and safety procedures of a hospital/clinic environment.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Render an effective, efficient and safe hygiene service in the hospital. Cost effective usage of cleaning materials and equipment. Correct handling and disposal of waste and medical waste. Correct handling of soiled linen. Assist with service of meals and beverages to patients. Render a support service to supervisor.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms L Kotze, Tel No: (022) 921-2153</td>
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<td><strong>APPLICATIONS</strong></td>
<td>The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.</td>
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<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Ms M De Koker</td>
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<tr>
<td><strong>NOTE</strong></td>
<td>No payment of any kind is required when applying for this post.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>18 May 2018</td>
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| POST 17/87 | **FOOD SERVICES AID (2 POSTS)**  
Chief Directorate: Rural Health Services |
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<tr>
<td><strong>SALARY</strong></td>
<td>R90 234 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Worcester Regional Hospital</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large scale food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food</td>
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</tbody>
</table>
and other products. Assist with the informal in-service training of new employees.

**ENQUIRIES**  
Ms H Botha, Tel No: (023) 348-1222

**APPLICATIONS**  
To the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**  
Ms H Swart

**NOTE**  
Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE**  
18 May 2018

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**LOCAL GOVERNMENT**

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

**CLOSING DATE**  
14 May 2018

**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 17/88**  
**REGISTRY CLERK/DRIVER: REGISTRY SERVICES, REF NO: LG 2018-21**

**SALARY**  
R152 862 per annum (Level 5)

**CENTRE**  
Department of Local Government, Western Cape Government

**REQUIREMENTS**  
Grade 12 (Senior Certificate or equivalent qualification); A valid code 08 driving licence (Manual). Recommendations A minimum of 1 year relevant working experience; Registry/ Records Management course. Competencies: A good understanding of the following: Provincial Archive and Records Services of the Western Cape Act (Act no.3 of 2005); J-track system; Public Services Act, Regulations and Code of conduct; Batho Pele principles; Registry policy and procedure manual; Managing data base and filing system; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES**  
Administration of historical records; Transport services for Record Management and registry; Assist in conducting audits, inspection and review.

**ENQUIRIES**  
Ms N Mrawuzeli at (021) 483 8147

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**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**  
14 May 2018

**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 17/89 : ICT TEAM LEADER: E-GOVERNMENT FOR CITIZENS, REF NO: DOTP 2018-38

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma/Degree: Computer Science, Computer Systems, Software Development, Web Development or similar aligned qualification with a minimum of 5 years’ experience in ICT planning and development of which 3 years must be management experience. Recommendations: Extensive experience in planning and developing websites, web applications and/or mobile applications using Drupal; Familiarity with the E-Government environment. Competencies: Knowledge of the following: Excellent analytical & problem solving skills. Sound planning and organising skills. Programming (PHP) and data modelling (UML). Knowledge of the following: open source and proprietary content management and web portal software; large scale web project / enterprise portal development; project management best practices and theory specifically Agile approaches; accessibility & user experience concepts; and, the E-Government environment. Participation in Open Source communities of practice.

DUTIES : Maintain, extend, and support Web Content Management and Hosting platforms for WCG digital channels. Plan, develop and maintain web and mobile applications including research, system analysis, module development, integration, theming, testing and debugging. Technical management and coordination of multiple vendors involved in delivery of digital government projects. Develop and implement standard operating procedures and technical standards aligned to digital government policies and strategies. Advise clients, vendors, and internal managers on best practice in digital publishing systems.

ENQUIRIES : Mr C Wakeford at (021) 483 3528

POST 17/90 : RISK ADVISOR: ENTERPRISE RISK MANAGEMENT, REF NO: DOTP 2018-40

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma/B-degree with a minimum of 3 years’ risk management experience. Recommendations: Experience in the facilitation of risk identification and analysis workshops. Competencies: Extensive knowledge of ERM processes and techniques; Excellent communication skills (verbal and writing) dealing with various levels of management; Analytical thinking.

DUTIES : Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate of risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.

ENQUIRIES : Ms Aaqelah Haq at (021) 483 8318

POST 17/91 : ASSET MANAGEMENT OFFICER: ASSET AND INVENTORY MANAGEMENT, REF NO: DOTP 2018-39

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma/B-Degree with a minimum of 3 years’ relevant experience in accountancy and in the management of assets and inventory items; A valid driving licence. Recommendations: Working knowledge and experience of the following: Government’s financial/accountancy processes; Government’s asset and inventory systems;
Government’s asset and management processes; Information technology industry; Asset verification process; Accountancy/mathematical skills. Competencies: Knowledge of the following: Accounting treatment of IT assets and inventory items; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Identify, Implement and maintain storage control and storage safeguarding procedures; Plan and arrange quarterly inventory stock take/ annual asset verification programme and oversee the process; Monitor and manage the receipt and issue of inventory/assets on the applicable system; Oversee the asset and inventory receipt, bar coding, recording and payment process.

**ENQUIRIES**
Ms A Stassen at (021) 483 2934

**POST 17/92**
**HR PRACTITIONER: PEOPLE ANALYTICS, REF NO: DOTP 2018-36**

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

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

**REQUIREMENTS**
3-year National Diploma/Degree in Business Computer Science/ People Management/ Statistics/ Organisational Psychology/ Management Information Science or other relevant qualification within the business management and systems environment; A minimum of 3 years’ relevant experience in a people management / business analytics environment. Recommendations Working knowledge of HR Systems; Proven presentation and research skills; a valid driving licence. Competencies: Knowledge of the following: Regulatory framework governing the PM function; PM practices and strategies; Monitoring and Evaluation of projects and programmes; Systems and business processes based on global lead practice; Research and product design; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy (MS Word, Excel, PowerPoint); Excellent report writing skills.

**DUTIES**
Conduct evaluations and assessments of People Management Practices, projects and programmes; Conduct research on global People Management trends to inform lead practices and improvement; Provide support for the management and implementation of People Management Strategic Frameworks; Monitor People Management compliance and report on People Management functional improvement; Provide People Management Oversight reports and trend analysis to stakeholders; Convene stakeholder workshops/meetings for data enhancement and strategic People Management data integration; Establish stakeholder partnerships and client liaison; Assist in the establishment of province-wide PM standards and input into national people analytics practices and metrics development; Motivation, training, evaluation and supervision of subordinates.

**ENQUIRIES**
Mr A. Troskie (021) 483 6255

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**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)

**CLOSING DATE**
14 May 2018

**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.
MANAGEMENT ECHELON

POST 17/93 : CHIEF DIRECTOR: GOVERNMENT MOTOR TRANSPORT (GMT) (REF NO: TPW 2018-73)

SALARY : All-inclusive salary package of R1 127 334 - R1 347 879 per annum (Level 14)

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

REQUIREMENTS : Relevant undergraduate qualification (NQF level 7) as recognised by the SAQA; Minimum of 5 years experience at a senior management level; Minimum of 4 years relevant experience within a vehicle fleet management environment; A valid Code B driving license. Recommendations: None.

Competencies: Strategic Capability and Leadership; People Management and empowerment; Programme and project management; Financial management; Change management; Supply chain management; Knowledge management; Service Delivery Innovation; Problem solving and analysis

DUTIES : Strategic Capability and Leadership (Incl Change Management): Translate the vision for the organisation into trading entity goals; Develop and implements strategies for the chief directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.

Programme & Project Management (Line Functions): Manages (develop, implement, evaluate and adjust) programme / projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e. Manage fleet services; Manage fleet operations; Ensure an effective and efficient fleet repair and maintenance service; Manage fleet risk; Ensure effective financial management services to GMT; Ensure effective management accounting services; Ensure effective financial accounting services; Ensure an effective asset and supply chain management services; Ensure sound financial governance practises; Provide management support services; Facilitate and coordinate statutory reporting and stakeholder relations for GMT; Provide office support services; Provide ICT management services; Identify, implement and maintain ICT application systems; Coordinate and facilitate the introduction and optimisation of systems; ICT training w.r.t ICT systems at GMT. Ensure efficient and effective oversight and management for all financial resources/aspects of the trading entity and all performance requirements as related to the PFMA and corporate governance: Manage financial planning, forecasting and reporting processes; Ensures that budgets are aligned to the strategic objectives of the trading entity; Compile and manage budgets; Control cash flow; Institute risk management and administer tender procurement process; Recognised financial practises in order to ensure the achievement of the organisational objectives; Take ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility; Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the trading entity to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning; Motivate, train and guide staff within the trading entity, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the trading entity; Promotion of sound labour relations; Diversity management. Participate in the development and implementation of the department's strategy and the resourcing of the strategic objectives in a sustainable manner; Active involvement in all material business decisions to ensure that the immediate and longer term implications,
opportunities, risks are fully considered; Develop and promote a system of
good financial management so that public money is safeguarded at all times
and is used appropriately, economically, efficiently and effectively.

**ENQUIRIES**
Adv. Kyle Reinecke at (021) 483 5455

**POST** 17/94
DIRECTOR: FLEET SERVICES (REF NO: TPW 2018-79)

**SALARY**
All-inclusive salary package of R948 174 - R1 116 918 per annum (Level 13)

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

**REQUIREMENTS**
Relevant undergraduate qualification (NQF level 7) as recognised by SAQA;
Minimum of 5 years’ experience at a middle/senior management level;
Minimum of 6 years proven experience within a vehicle fleet management
environment; A valid Code B driving licence. Recommendations: None. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management;
Change management; Supply chain management; Knowledge management;
Service delivery innovation; Problem solving and analysis.

**DUTIES**
Strategic Capability and Leadership (incl. Change Management): Translate the
vision for the organisation into directorate goals; Develop and implements
strategies for the directorate; Align programmes and operational support;
Participate in the GMT strategic planning processes; Monitoring and ensure
compliance with relevant legislation; Evaluate the performance of the
directorate against pre-determined objectives; Initiates, supports and
champions organisational transformation and change in order to successfully
implement new initiatives and deliver on service delivery commitments.
Programme & Project Management (Line Functions): Manages (develop,
implement, evaluate and adjust) programme / projects that lead to the
achievement of the long-term strategic objectives of the organisation, i.e
Manage fleet services; Plan and acquire fleet; Render effective general vehicle
rental services; Provide fleet administration services; Ensure an effective and
efficient fleet repair and maintenance service; Oversee the client care centre
Oversee repair and maintenance coordination centre; Provide a fleet quality
assurance service; Manage the performance of suppliers; Manage fleet risk;
Manage and administer accidents and claims in favour of the state; Manage
and administer fleet and non-vehicle losses; Manage and administer third
parties accidents and claims against the state; Manage the operational risk
assessment of GMT. Ensure efficient and effective oversight and management
for all financial resources/aspects of the Directorate and all performance
requirements as related to the PFMA and corporate governance: Manage
financial planning, forecasting and reporting processes; Ensures that budgets
are aligned to the strategic objectives of the directorate; Compile and manage
budgets; Control cash flow; Institute risk management and administer tender
procurement process; Recognised financial practises in order to ensure the
achievement of the organisational objectives; Take ownership of key planning,
budgeting and forecasting processes and answers questions related to topics
within own responsibility; Ensures that appropriate systems, procedures and
processes are developed and implemented in order to improve financial
management. Management of the human resources of the Directorate to
achieve the pre-determined performance indicators and service delivery
imperatives, motivated, competent, and appreciated and performance
orientated staff and sound labour relations: Manage and encourage people,
optimize their outputs and effectively manage relationships in order to achieve
organisational goals; Manage and coordinate personnel provisioning;
Motivate, train and guide staff within the chief directorate, to achieve and
maintain excellence in service delivery; Actively manage the performance,
evaluation and rewarding of staff within the chief directorate; Promotion of
sound labour relations; Diversity management.

**ENQUIRIES**
Adv. Kyle Reinecke at (021) 483 5455
POST 17/95: PROGRAMME MANAGEMENT ADMINISTRATOR: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: EDUCATION, REF NO: TPW 2018-75

SALARY: R334 545 per annum (Level 9)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A relevant 3-year National Diploma/B-degree with a minimum of 3 years’ relevant experience in Project Management. Recommendations: Experience in the following; Management of people; Information Systems/ IT; Programme/ Portfolio Management; Business Process Design. Competencies: Use and application of Project Management Information Systems, document administration and control; Information Management; Proven computer literacy; Training / support to users; Good communication (written and verbal) communication skills in at least two of the official languages of the Western Cape; Report writing and strategic thinking skills; Good planning and organisational skills.

DUTIES: Effective management of Programme Information Administrators and support of the Project & Programme Management Discipline; Ensuring appropriate performance of subordinate project information administrators and managing the performance of key resources (staff, systems, information, budgets, etc.); Maintain high-level competency in the deployment and application of the enterprise programme management information system/s (such as RPM/EPM), improvements and upgrades; Assist the relevant stakeholders, including programme/ project managers and project teams, by providing a framework for them to operate within, including structures, processes, reporting lines, standards and coaching; Ensure capture of accurate and useful project information and production of reports including all prescribed reports (such as APP, APR, QPR, IRM, etc) that are timeously made available to all users as required and that the project documentation are available for auditing purposes; Support the production of the statutory annual documents (viz. the Infrastructure Programme Implementation Plans (IPIPs), and the Service Delivery Agreements) between Education Infrastructure and its client departments with correct inputs and that documents are correctly compiled to the relevant standard; Monitor the executive approval process, distribute and file the signed copies.

ENQUIRIES: Mr C Croeser at (021) 483 2848

POST 17/96: CHIEF WORKS INSPECTOR: MECHANICAL: HOSPITALS - METRO EAST/WEST, (2 POSTS), REF NO: TPW 2018-71

SALARY: R281 418 per annum (Level 8)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: 3-year National Diploma (T/N/S streams); or a NTC 3 (or equivalent qualification) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ experience in a building construction on-site experience; A valid driver’s licence and willingness to travel regularly. Recommendations: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment and pumps; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations; Latest SANS and SANS 10400 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.
DUTIES: Deliver infrastructure maintenance, upgrading and minor new work of health facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessments, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES: Mr A van Niekerk at (021) 483 4562

POST 17/97: ADMINISTRATION OFFICER: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO: TPW 2018-72

SALARY: R226 611 per annum (Level 7)

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

REQUIREMENTS: Relevant 3-year National Diploma/B-Degree with a minimum of 1 year experience in rendering administrative support. Recommendations: Previous experience in a research, policy and strategy environment. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Draft documentations like submissions, reports, letters etc; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a Record Management System.

DUTIES: Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc., pertaining to the line function responsibilities of the sub-directorate; Management of procurement of goods and services for the sub-directorate by means of the prescribed procurement procedure; Conduct basic research pertaining to infrastructure planning and delivery; Compile reports, analyse and make notes and/or recommendations on infrastructure related policies, strategies and plans; Assist with advising relevant stakeholders on National, Provincial, Local and Departmental policies and strategies.

ENQUIRIES: Ms K Hyman at (021) 483 9988

POST 17/98: ACCOUNTING CLERK: DEBT MANAGEMENT, REF NO: TPW 2018-70

SALARY: R152 862 per annum (Level 5)

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

REQUIREMENTS: Senior Certificate (Grade 12) with Accounting as a passed subject. Recommendations: 1-year appropriate experience in Debt Management.; A valid code B driving licence Competencies: Systematic approach; Numerical skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Handle all the activities in billing administration; Handle the collection of revenue administration; Manage and maintain the customer database; Assist in the execution of debtor administration, audit queries and reports; Assist with the compiling of revenue information and reports and annual financial statements.

ENQUIRIES: Mrs I Muller at (021) 467 4737
POST 17/99 : ACCOUNTING CLERK: EXPENDITURE MANAGEMENT, REF NO: TPW 2018-68

SALARY : R152 862 per annum (Level 5)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) with Accounting as a passed subject. Recommendations: 1-year appropriate experience in Debt Management.; A valid code B driving licence Competencies: Knowledge in the following: Proven computer literacy in MS Word, MS Excel and Outlook; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Numerical skills; Systematic approach.

DUTIES : Handle all payment activities (creditor accounts); Handle Subsistence and travel allowances and Cellular Phone Accounts; Handle the collection/re-imbursement of all Petty cash related expenditure and top-up of float; Handle the financial aspects regarding the maintaining of Vehicle Fleet Account; Handle the document control function.

ENQUIRIES : Mrs Proctor-Fourie at (021) 467 4792