PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2018
DATE ISSUED: 11 MAY 2018

1. Introduction
   1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
   1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates
   2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
   2.2 Applicants must indicate the reference number of the vacancy in their applications.
   2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
   2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments
   3.1 The contents of this Circular must be brought to the attention of all employees.
   3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
   3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
   3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS

DEPARTMENT OF TOURISM: Kindly note that the post of Deputy Director: Human Resource Strategy, Planning and Information Management Ref No: NDT 03/2018 advertised in vacancy circular 17 dated 26 April 2018, has been withdrawn. INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that the post of Investigator X2 Posts with Ref No: Q9/2018/17 and Ref No: Q9/2018/18 advertised in vacancy circular 18 dated 04 May 2018, the salary package is R226 611 not R266 611 and also the post of Principal Investigator with Ref No: Q9/2018/19 advertised in vacancy circular 18 dated 04 May 2018, the Centre has been changed to Rustenburg. DEPARTMENT OF WATER AND SANITATION: Kindly note that the post of Administration Clerk with Ref No: 180518/13 advertised in vacancy circular 18 dated 04 May 2018, has been withdrawn.
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### PROVINCIAL ADMINISTRATIONS

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ANNEXURE A

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

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

CLOSING DATE: 31 May 2018 at 13:00

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

OTHER POST

POST 19/01: FINANCE CLERK PRODUCTION: CREDITORS, REF NO: 2018/031

SALARY: R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE: Central Office


DUTIES: KRA: Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Check correctness of banking details on invoices. Request creditor/supplier statements. Capture invoices on Coltech. Process creditor payments and refunds, by uploading it on CashFocus. KRA: Expenditure Administration: Recover credit notes. Reconcile invoices to be paid with the statements. Monitor and reconcile creditor / supplier accounts on the Coltech system to ensure all outstanding invoices have been paid. Download and print bank statements. Collect invoice overpayments. Prepare for and assist auditors in respect of all audits. File all documents. Retrieve information on request. Send all relevant documentation for archiving. Resolve related queries.

ENQUIRIES: Ms NNF Mdladla at (035) 902 9532
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 : 29 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 of all qualification(s), academic records including a Senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. 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 competences 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. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 19/02 : DEPUTY DIRECTOR: COIDA REF NO: HR4/4/5/36

SALARY : R657 558 per annum (All inclusive)
CENTRE : Provincial Office: Braamfontein
management, Risk Management and Corporate Governance, Customer Service Improvement, Data Capturing, Quality Management.

**DUTIES**

Coordinate effective provision and administration of compensation and assessment services. Oversee the provision of specialist support in the province/ labour centre. Liaise with internal and external stakeholders in respect of COID legislation. Assist in the management of the province/ labour centre.

**ENQUIRIES**

Ms. Z Mabudusha, Tel No: (012) 313 6397

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Gauteng.

**POST 19/03**

SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/5/36

(Re-advert extension of a closing date)

**SALARY**

R417 552 per annum

**CENTRE**

Labour Centre: Pietermaritzburg

**REQUIREMENTS**


**DUTIES**

Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

**ENQUIRIES**

Mr. MP Tshabalala, Tel No: (033) 341 5300

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.

**FOR ATTENTION**


**POST 19/04**

ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR4/4/04/21

(Re-advert extension of a closing date)

**SALARY**

R334 545 per annum

**CENTRE**

Provincial Office: Gauteng

**REQUIREMENTS**

Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two (2) years functional experience in Labour market data processing/ statistics. Two (2) years supervisory experience, Valid drivers licence (B) Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act, Public Service Regulations and relevant prescripts, Statistics and Database software packages, Functioning of DOL Labour Centres and Business Units, Labour legislation. Skills: Research, Communication, Computer literacy, Innovative, Interpersonal relation, Analytical, General management, Project management, Data analysis, Leadership.

**DUTIES**

Manage performance information of the provinces in the Department of Labour, in order to insure that the pre-determined plans and objectives of the organization are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analyzing trends recorded through quarterly performance reports against. Manage all the resources of the division.

**ENQUIRIES**

Mr. D Kgwele, Tel No: (011) 853 0300

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Gauteng.
POST 19/05 : ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR4/4/4/04/22
(Re-advert extension of a closing date)

SALARY : R334 545 per annum
CENTRE : Provincial Office: Gauteng

DUTIES : Assess the impact of labour legislation on the different stakeholders (civil service, labour and business etc.) by conducting provincial and contributing to national research projects for the purpose of monitoring and evaluating national policy and socio-economic trends. Manage all the resources of the division.

ENQUIRIES : Mr. D Kgwele, Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

ANNEXURE C

APPLICATIONS

Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. [www.dpme.gov.za](http://www.dpme.gov.za)

FOR ATTENTION

Ms J Mchunu

CLOSING DATE

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

MANAGEMENT ECHELON

POST 19/06

OUTCOMES FACILITATOR: INFRASTRUCTURE REF NO: 042/2018

CD: Infrastructure

SALARY

R1 127 334 - R1 347 879 all-inclusive salary package per annum (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 relevant qualification (NQF 7) as recognised by SAQA in Civil Engineering, Project Management, Infrastructure/Build Environment or equivalent. A post-graduate qualification (NQF level 8) will be an added advantage. Minimum of 10 years experience in Infrastructure Development and/or Build Environment with at least 5 years proven experience as a member of the SMS in the Public Service. Demonstrable public sector leadership acumen. Extensive knowledge and experience in Civil Engineering/Infrastructure Project Implementation; Understanding trends in infrastructure development. Deep understanding of key policy imperatives of government, including relevant
public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. A valid driver’s licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. 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.

DUTIES

The incumbent of the post will be responsible for developing, coordinating, facilitating and providing support with the monitoring of the implementation of Outcome 6 regarding the NDP and MTSF and develop intervention strategies and plans. This entails Managing, developing, reviewing and supporting detailed planning and implementation of the MTSF and NDP with regard to infrastructure development and managing and coordinate sector specific research. Develop and establish the implementation of the Socio-economic Impact Assessment System. (SEIAS). Monitor and evaluate the implementation of set priorities and targets and formulate intervention strategies and provide technical advice and support to political principals and other governance structures and bodies. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

ENQUIRIES

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

POST 19/07

CHIEF DIRECTOR: SECTOR PLANNING COORDINATION

REF NO: 043/2018

CD: Sector Planning Coordination

SALARY

R1 127 334 - R1 347 879 all-inclusive salary package per annum (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 relevant 3-year tertiary qualification (NQF 7) or equivalent in Social Science, Developmental Studies or related studies with at least 10 years experience in long and/or medium term planning and/or sector planning of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. The successful candidate will have demonstrated an in-depth understanding of the National Development Plan/Medium Term Strategic Framework; Strategic Planning & Annual Performance Planning Processes and budget planning frameworks and systems. Competencies / Skills: 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. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
DUTIES: The successful incumbent will be responsible for the coordination, facilitation, management and development of long and medium term national and sector plans and priorities. This entails conducting research on developmental aspects of sectors and development of the research agenda. The candidate must also be able to review existing priorities and commitments and assess the progress in the implementation of the short and medium term plans to inform successive plans. Manage, coordinate and collaborate with national, provincial & local government structures, agencies & other stakeholders for sectorial related initiatives. Develop sectorial roadmaps towards the achievement of long term goals and objectives. Assess inter-sectorial matters and develop appropriate strategies and policies for the convergence of plans. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA and PFMA. Managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and annual performance planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

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

POST 19/08: CHIEF DIRECTOR: STRATEGY AND COMMUNICATION SERVICES REF NO: 044/2018
Branch: Corporate Services

SALARY: R1 127 334 - R1 347 879 all-inclusive salary package per annum (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: Appropriate 3-year tertiary qualification (NQF 7) as recognised by SAQA in Communications, Strategic Management, Public Administration or equivalent with at least 10 years’ experience in Strategic Management, Communications or Public Administration of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. Must have knowledge and skills of the Strategic Planning, Communication; Service Delivery Innovation, Improvement & Batho Pele Principles; Communication Frameworks & GCIS Protocols and Public Service HR & Corporate Policy Framework & Policies. Competencies / Skills: The successful candidate will 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. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful incumbent will be responsible to manage, facilitate and coordinate the provisioning of strategic planning, monitoring & evaluation and communication support services. This entails managing, coordinating and facilitating the provisioning of strategic management, M&E and service delivery improvement services and Managing, coordinating and facilitating communication, marketing and stakeholder liaison services to the Director-General, executive and department. Provide executive, governance support and coordination services to the Director-General and the department and provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate with specific reference to the following: Strategic, Annual Performance and Operational planning, budgeting and alignment; Effective and efficient supervision, allocation, utilization, care and or development of all resources allocated to the unit; Effective performance management, reporting and communication on the unit; Implementation and monitoring of the unit’s Annual Performance and Operational Plans and development and implementation of policies, projects, programmes and practices that facilitate effective and efficient performance by the unit. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA and PFMA and managing/supervising of effective and efficient Human Resources planning for
the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

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

POST 19/09 : SENIOR SECTOR EXPERT: INFRASTRUCTURE REF NO: 045/2018
CD: Infrastructure

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

CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF 7) in Civil Engineering, Project Management, Infrastructure/ Built Environment or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) will be an added advantage. Demonstrable public sector leadership acumen. Extensive knowledge and experience in Civil Engineering/Infrastructure Project Implementation; Understanding trends in infrastructure development. Deep understanding of key policy imperatives of government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP). Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA). Willingness to travel on a regular basis. A valid driver’s licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. 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.

DUTIES : The successful candidate will be responsible to support the Outcomes Facilitator: Infrastructure in the monitoring and implementation of the MTSF and NDP as well as the development of intervention strategies and plans. This entails Monitoring the implementation of the MTSF and NDP in local government and performing monitoring and evaluation on departmental strategic plans to ensure alignment with the MTSF and NDP. Conduct research and analyse cabinet memos and ensure logistics is in place. Do community profiling and prepare briefing notes for principals and provide technical support to the National Planning Commission. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA. Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

ENQUIRIES : Mr N Nomlala, Tel No: (012) 312-0452
HEAD OF THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 046/2018
Office of the Director-General

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 7) as recognised by SAQA (Public Administration, Office Management, Business Management qualification will be advantageous) with at least 8 years’ relevant experience of which five (5) years must be at MMS (Deputy Director or equivalent) level. Three (3) to five (5) years working experience in the office of an Executive Manager. A relevant post-graduate qualification (NQF8) will be an added advantage. Competencies / Skills: Strategic capacity and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES: To provide executive and strategic support to the Office of the Director General. Develop and sustain good working relationship with all internal and external stakeholders to ensure effective flow of information inside and outside of the Department. To lead and liaise with Offices of the Minister/Deputy Minister and Parliament to ensure that they are effective part of governance structures. To ensure effective support and management of the administrative functions in the Office of the Director General. Follow up on decision and assignments allocated to managers. Maintain delegation’s registers related to the Public Service Act and Regulations, the PFMA and monitor compliance. Ensure effective day-to-day management of the Office including management human and financial resources in line with prescripts.

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

OTHER POSTS

POST 19/11: SPECIALIST: SOCIO ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS) REF NO: 047/2018
Chief Directorate: SEIAS

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 6) in the areas of Public Administration, Economics, M&E or equivalent with at least 6 years’ appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. Competencies / Skills: The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful candidate will be responsible for providing guidance and support to all spheres of government in implementing the Socio-Economic Impact Assessment System (SEIAS). This entails facilitating of the implementation of SEIAS to national departments. Providing of support in the implementation of SEIAS to allocated provinces and municipalities as well as monitoring of improvement of policies, regulations & legislation. Development of frameworks to track post-approval of proposals (legislation, policies &
regulations. Managing of the SEIA IT-System, documentation and internal relations. Management of Finances and Human Resources in the Unit(s).

ENQUIRIES  :  Ms J Mchunu Tel No: (012) 312-0462.

POST 19/12  :  ASSISTANT DIRECTOR: ADMINISTRATION X2
CD: Planning Coordination Services (Ref No: 048/2018)
CD: Corporate Services (Ref No: 049/2018)

SALARY :  R334 545 – R394 065 all-inclusive salary package per annum (Level 09)
CENTRE :  Pretoria

REQUIREMENTS :
A relevant 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management/Administration or equivalent with 5 years' appropriate experience of which 3 years must be in administrative environment and 2 years at supervisory level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Must have planning and execution skills, leadership skills, and the ability to delegate and empower subordinates. Should have management skills and good financial background and knowledge of PFMA, Public Service Act and general government environment.

DUTIES :
The successful candidate will be responsible to coordinate the activities in the office of the DDG / Head of Component including providing administrative systems and office personnel support. This entails: Rendering general logistical and programme / project management support. Assist in managing multiple projects and responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the office. Ensure smooth running of the Office. Perform administrative functions such as assisting in preparing quarterly performance reports and compiling minutes, and compiling annual programme budget requests. Provide management support in the office to ensure efficiency and effectiveness by rendering administrative, logistical, programme and project management support. Manage incoming and outgoing correspondences to ensure effective office procedures and flow of work. Oversee the implementation of policies, procedures and processes on Human Resources and Finance and give guidance / advice within the Unit. Liaise with internal and external stakeholders to ensure effective communication. Manage, monitor, analyse the office budget and provide monthly cash flow projections. Coordinate and consolidate the Branch quarterly and annual performance plans. Coordinate the preparation and secretariat support in all Branch/unit's meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation, Scrutinise submission/reports forwarded to branch/unit. Execute research, analyses of information, compile and collate documents for the Branch/unit head. Facilitate the procurement of goods and services.

ENQUIRIES  :  Ms J Mchunu, Tel No: (012) 312-0462

POST 19/13  :  PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL X3
Branch: Evaluation, Evidence & Knowledge Systems ((Ref No: 050/2018)
Branch: Planning Coordination Services (Ref No: 051/2018)
Branch: Corporate Services (Ref No: 052/2018)

SALARY :  R226 611 – R266 943 per annum (Level 07) plus benefits
CENTRE :  Pretoria

REQUIREMENTS :
An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be in an administrative or secretarial environment and 2 years at supervisory level. Experience in a busy executive office rendering personal assistant as secretarial support will serve as an added advantage. Should possess the following skills: Telephone etiquette, Knowledge of documents management, tracking and filing systems, ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise...
staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations.

DUTIES: The successful candidate will be responsible for rendering effective secretarial and administrative support to the Deputy Director-General. This entails rendering of a secretarial/receptionist support service to the Deputy Director-General; Provision of administrative support services to the Deputy Director-General and provision of support to the Deputy Director-General regarding meetings. Handle the procurement of standard items like stationary, refreshments etc. in line with the prescribed supply chain procedures and keeping abreast of Legislation/ Policies and Prescripts.

ENQUIRIES: Ms J Mchunu, Tel No: (012) 312-0462.

POST 19/14: ADMINISTRATIVE OFFICER X2
CD: HR and Corporate Services (Ref No: 053/2018)
CD: Strategy Communications (Ref No: 054/2018)

SALARY: R226 611 – R266 943 per annum (Level 07) plus benefits
CENTRE: Pretoria

REQUIREMENTS: A 3 year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment and 1 year at supervisory level. An NQF 7 qualification will serve as an advantage. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations.

DUTIES: The successful candidate will be responsible for rendering an effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP’s and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

ENQUIRIES: Ms J Mchunu, Tel No: (012) 312 0462.
DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

APPLICATIONS: Applications must be submitted by clicking on the link to apply for the post above https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

CLOSING DATE: 25 May 2018 at 16:00

NOTE: DRDLR has launched an e-Recruitment System where applicants apply for a post on line. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 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. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 19/15: CHIEF DIRECTOR: SPATIAL DEVELOPMENT PLANNING (REF NO: 3/2/1/2018/142)
Branch: Spatial Planning and Land Use Management

SALARY: R1 127 334 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS).

CENTRE: Pretoria

REQUIREMENTS: Bachelor Degree in Town and Regional Planning/Geographical Information Science (GISc) at NQF level 7, and a post graduate Degree in Town and Regional Planning will be an added advantage. 5 years of experience at a senior managerial level. Job related knowledge: Professional and Technical Surveyors Act, Sectional Title Act, Development Facilitation Act, Land Survey Act, Planning Profession Act and Spatial Data Infrastructure Act. Job related skills: Communication, Presentation, Negotiation, People management, Financial management, Report writing. A valid driver's licence (code 08). Should be prepared to work irregular/extended hours.

DUTIES: Advise the Minister of Rural Development and Land Reform, the Director-Provide and support the development of spatial planning tools in support of effective spatial development. Develop and manage the implementation of the National Spatial Development Framework and the Regional Spatial Development Frameworks. Support the development of Provincial Spatial Development Frameworks, District Spatial Development Frameworks and precinct plans. Provide mechanisms for the evaluation and implementation of spatial development frameworks (SDFs). Provide spatial information services. Enable national and provincial spatial integrated information management systems. Facilitate and integrate all levels of planning frameworks to ensure alignment. Develop technical tools in support of municipal land use management. Provide GIS analytical support to municipalities with regard to spatial planning. Provide spatial and environmental planning support. Provide spatial and environmental comments on Ministerial tasks. Implement parliamentary request and other ad-hoc projects. Integrate spatial and environmental aspects into land reform. Develop the departmental consolidated environmental implementation and management plan. Provide environmental input to rural development programmes. Ensure compliance with environmental legislation.
NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 19/16: DIRECTOR: DEVELOPMENT PLANNING SUPPORT (REF NO: 3/2/1/2018/143)
Chief Directorate: Integrated Spatial Planning

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

DUTIES: Facilitate the development of Rural Development Sector Plans. Coordinate the development of precinct plans for Rural Development. Monitor the implementation of the rural development sector plans and precinct plans. Facilitate the implementation of the rural development sector plans. Conduct research and socio-economic interventions. Conduct situational analysis on land reform and rural development.

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

POST 19/17: DIRECTOR: LAND REDISTRIBUTION INFORMATION MANAGEMENT, RISK AND COMPLIANCE (REF NO: 3/2/1/2018/144)
Chief Directorate: Programme Management and Service Delivery Coordination

SALARY: R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
CENTRE: Pretoria
REQUIREMENTS: Bachelor's Degree or Advanced Diploma in Information Management or Risk Management (NQF Level 7) plus 5 years relevant experience in Senior/middle management. Job related knowledge: Departmental policies, prescripts and practices pertaining to information management risk and compliance; Understanding of sector needs and business requirements; Policy development and Monitoring and Evaluation; Understanding of government development policies e.g. National Development Plan, National Growth Path etc; Research methodology; Information management, risk and compliance frameworks. Job related skills: Project management, Research, Communication, Presentation and reporting, Computer literacy and Analytical. A valid driver’s licence (code 08).

DUTIES: Manage the monitoring and evaluation of information management, risk and compliance framework. Ensure the development of risk and compliance frameworks. Ensure the development of risk and compliance management tools. Ensure implementation and monitoring of information management services. Ensure compliance with all relevant departmental frameworks pertaining to information management, risk and compliance. Facilitate and
coordinate the management of risk and compliance. Lead, manage and advise on prioritization and alignment of strategic projects, initiatives, business planning within the chief directorate. Coordinate the development and implementation of integrated management plans. Ensure the implementation of the action plans for both audit and risks. Ensure effective management of compliance with legislation, regulations, Department of Rural Development and Land Reform (DRDLR) policies and procedures. Coordinate the design and implementation of operational plans with relevant directors/deputy directors and track progress. Manage provision of information management services. Liaise and interact with Provincial Offices and relevant stakeholders. Continually monitor and oversee the coordination of information management to all relevant stakeholders. Ensure timeous reporting to and from provinces and manage verification of reports. Ensure management and maintenance of information management database. Promote effective management of information as a strategic enabler for reporting. Manage the implementation of the action plans for information management risk and compliance. Ensuring development and training of the members in the department and strategic partners in relevant matters to ensure the effective packaging of the action plans submissions. Draft and submit compliance checklist reports that are required for approval process by the DG and executive authority. Ensure compliance with all audit requirements. Ensure the implementation of quality and risk management frameworks, standards and practices within the branch. Liaise with internal and external stakeholders pertaining to information management, risk and compliance. Interact and provide support to provincial offices and relevant stakeholders. Ensure effective reporting to ministerial enquiries. Manage human, financial and other resources of the directorate. Manage and supervise human resource of the chief directorate. Manage and monitor finances of the chief directorate. Manage the procurement of items for the chief directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

**POST 19/18:** DIRECTOR: STRATEGIC LAND ACQUISITION (REF NO: 3/2/1/2018/145)

**Directorate:** Strategic Land Acquisition

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

**CENTRE:** Limpopo (Polokwane)

**REQUIREMENTS:** Bachelor’s Degree or Advanced Diploma in Agricultural Studies/Agricultural Economics/Development Studies. Post graduate qualification in Agricultural Studies/Agricultural Economics/Development Studies will be an added advantage 5 years’ relevant experience at middle/senior management level. Job related knowledge: The Land Reform: Provision of land and assistance Act as amended; Land Reform (Land Tenants) Act; Restitution Act; Extension of Land Tenure Security Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Programmes (CRDP); Relevant prescripts pertaining to land reform and other relevant prescripts. Job related skills: Communication, Strategic management, Negotiation, Computer literacy, Stakeholder relationship, Facilitation/coordination, Presentation, Financial management, Project management and Interpersonal relation. A valid driver’s license (code 08).

**DUTIES:** Manage the identification and assessment of strategically located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the State. Develop and maintain database on all suitable land acquisition for the State. Map and overlay the identified land with APAP/AVMP key commodities. Align acquired land to other Land Reform programmes (PLAS and Household). Manage the land acquisition approval process
through relevant structures. Provide project management and maintain project register in terms of the EPMO requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiaries for land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease/land application system/database. Maintain credible lease land application system/database. Provide management information report to relevant approval structures and departmental management. Manage the work and provide technical support to district Land Reform Committees (DLRC).

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

**POST 19/19**

**DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/146)**
Office of the Surveyor General

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

**CENTRE**: Limpopo (Polokwane)

**REQUIREMENTS**: Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

**DUTIES**: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state
surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

POST 19/20: DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/147)
Office of the Surveyor General

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

CENTRE: Free State (Bloemfontein)

REQUIREMENTS:
Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

DUTIES:
Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a
survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

POST 19/21: DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/148)
Office of the Surveyor General

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

CENTRE: KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS: Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

DUTIES: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the
cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

POST 19/22: DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/149)
Office of the Surveyor General

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

CENTRE: Eastern Cape (East London)

REQUIREMENTS: Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

DUTIES: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures; Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and
inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

POST 19/23: DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2018/151)
Directorate: Rural Enterprise and Industrial Development

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

CENTRE: Limpopo (Polokwane)

REQUIREMENTS: Bachelor of Commerce in Business Management/Advanced Diploma in Business Management and Administration/Economics/Agricultural Economics (NQF level 7). 5 years of experience at a middle/senior managerial level. Knowledge of the following: small business management and enterprise management and development. Market and trade development. Monitoring and evaluation, strategic planning, human resource management, financial management, supply chain management, Rural development techniques. Understanding of the key priorities of government as well as the comprehensive rural development programme (CRDP). Strong leadership and managerial qualities. A good track record of working with communities. Sound knowledge of current rural industrial and sector operating parameters. Communication skills; negotiation and conflict resolution skills, strategic management and leadership skills, project management and networking skills, team management skills. A Valid drivers license.

DUTIES: Reduce household poverty in accordance with Comprehensive Rural Development Programme. Community identification and mobilization. Profile targeted communities and generate reports and referrals. Planning and implementation. Promote rural and facilitate rural development finance. Facilitation engagement with rural financing agents/orrganisations. Ensure credit finance and investment facilities. Facilitate establishment and support of primary, secondary and tertiary cooperatives. Provide support/facilitate establishment, organisation to primary, secondary and tertiary cooperatives. Facilitate and provide skills development/facilitate training opportunities to primary, secondary and tertiary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Facilitate and support business ventures of primary, secondary and tertiary cooperatives. Facilitate the development of rural enterprises and industries. Identify enterprises within priority value chains. Conduct feasibility analysis. Facilitate business planning. Implementation of approved business process. Ensure the facilitation for access and linkages into village rural and urban markets. Develop off take agreements implementation and monitor. Ensure the facilitation for establishment of Agro industrials forums (Agri-parks). Facilitate engagement with regional and national economic growth agencies (provincial focus, growth opportunities). Facilitate and implement skills development opportunities and job opportunities in rural areas Identify the training needs for the communities. Identify and facilitate skills development opportunities to support rural development initiatives. Identify and facilitate employment opportunities for rural people in DRDRLR projects to maximize employment. Mobilise resources and partnership for creation of jobs. Develop strategic management in the co-ordination of financial and non-financial service delivery.
NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 19/24: DIRECTOR: QUALITY ASSURANCE (REF NO: 3/2/1/2018/153)
Directorate: Quality Assurance and Administration

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

CENTRE: Northern Cape (Kimberley)

REQUIREMENTS: Bachelor Degree or B Tech in Quality Management (NQF level 7). 5 years experience in a middle or senior managerial position. Job related knowledge: Extensive knowledge of the restitution process; Financial management processes and procedures. Job related skills: Proven managerial, project management, planning, organising, problem-solving, communication (verbal and written) and computer literacy. A valid driver's license (code 08).


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

OTHER POSTS

POST 19/25: BUSINESS ANALYST (SYSTEM DEVELOPMENT) (REF NO: 3/2/1/2018/154)
Directorate: ICT Solution Development

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

CENTRE: Pretoria

REQUIREMENTS: National Diploma in Computer Science/Information Technology. 3 years middle management experience in business case and business requirement specification (BRS) development. Job related knowledge: Business process
**DUTIES**


**NOTE**

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

**POST 19/26**

CHIEF LAND INFORMATION ANALYST REF NO: 3/2/1/2018/155 (2 POSTS)

Directorate: Property Research and Support

**SALARY**

R417 552 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate recognised National Diploma/Degree in Town and Regional Planning or Geography or Real Estate/Property Management or Law (Conveyancing, Land Administration or Surveying). Extensive experience in land related research work, land use investigations/surveys or land administration. Job related knowledge: Sound knowledge of geography and computers; Understanding of the principles pertaining to the types of land; Understanding of land reform principles and related processes; Understanding of research processes. Job related skills: Ability to interpret maps, aerial photographs, SG-diagrams, Title deeds and proclamations; Ability to understand and see land in a spatial context; Good project management; Highly creative; Good interpersonal relations; Map reading, map analysis and map interpretation; Excellent written and verbal communication; Accuracy and attention to detail. A valid driver’s licence (code 08).

**DUTIES**

Provide input to the Provincial state land Disposal Committees (PSLDC) and Minister on the issues pertaining and vesting of state land. Assist with training on vesting and general land administration on PSLDC workshops. Provide value added information on land use and identify land that is not used optimally and vacant sites. Provide inputs for the development and implementation of state land disposal database. Conduct land administration and management functions on DRDRLR state and assist PSLDCs and other clients with land administration. Prepare for PSLDC meetings and provide verified information on application and other requests to the forum. Attend standing meetings. Ensure that the verified information is captured and maintained on the PLI main server. Ensure that the verified information is linked to the GIS. Determine the geographical and jurisdictional status of land, via literature study and field work. Undertake site visits in order to: Obtain value added information on state land use; Vacant and/or under-utilized land; Unregistered
state land parcels; Identify public land were land reform can be implemented. Execute basic spatial enquiries on Regis/World. Assist in the compilation of land audit reports. Write reports on the status of land. Render assistance and give technical advice on the quality and standards of cartographical products. Handle land information enquiries. Obtain and verify information on certain land entities. Represent the directorate on meetings/forums etc. Execute administrative functions, including liaison with other departments/institution/organisations relating to information on state land.

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

POST 19/27 : ASSISTANT DIRECTOR: FORENSIC INVESTIGATION (2 POSTS) (REF NO: 3/2/1/2018/156)
Directorate: Forensic Investigations

SALARY : R334 545 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/B Proc/LLB/Criminology/BJuris. Certified Fraud Examiners will be an added advantage. 3 years credible and applicable experience (financial management or legal or forensic investigations (including police investigations) or auditing). 3 years Project Management and supervisory experience. Membership of the Association of Certified Fraud Examiners is recommended. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Sector; Accounting and auditing principles and legislative requirements in the Public Sector such as Public Finance Management Act and Treasury Regulations; Understanding of forensic investigations techniques, tools and processes. Knowledge and experience in risk management. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving ability; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and Control assessment. A valid driver's license (code 08). Ability to work irregular hours (including weekends) in a high pressured environment, maintain confidentiality and provide services and product of professional quality. Ability to work in a team. Reliable and flexible. Customer focus. Ability to liaise with ease with executive authorities, top management and senior management of the department and other departments. Working under pressure.

DUTIES : Manage the planning of the forensic investigations on an ongoing basis in line with methodologies, procedures and operational objectives. Receive a request to investigate. Assess the complaint and report the outcome to the Deputy Director. Compile and review a project plan. Submit the project plan to the Deputy Director for support. Draft and review a request for authorization to conduct an investigation. Manage the execution of the forensic investigations as when they are received according to the deliverables and timelines defined on the approved forensic investigations projects’ planning memorandums. Request documentation from relevant stakeholder. Analyse and review the documents received from the relevant stakeholders. Identify the relevant sources of information to interview. Plan and conduct the interview. Obtain statements and affidavits. File documentations. Report on the progress and deliverables of the forensic investigation project on a bi-weekly basis to the Deputy Director. Report to the Deputy Director on the status of the forensic investigation projects on a bi-weekly basis. Compile a draft report on investigation conducted to be reviewed by Deputy Director. Draft presentation for the audit committee and submit to the Deputy Director. Draft an implementation memo to the relevant branch to effect the recommendation of approved investigation report. Manage post investigation and reporting. Testify in disciplinary hearings and/or court. Provide technical support to Legal Services and other Agencies. Manage human, logistical and financial resources in Forensic Investigation. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

NOTE : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 19/28: SENIOR SUPPLY CHAIN PRACTITIONER: COMMITTEES (REF NO: 3/2/1/2018/157)
Directorate: Demand and Acquisition Management Services

SALARY: R281 418 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS:
National Diploma in Purchasing Management/Supply Chain Management/Public Administration (Management)/Logistics/Business Management (Administration) and Financial Management. 2 years working experience in supply chain management. Job related knowledge: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Departmental SCM procedures and policy. Job related skills: Computer literacy; Interpersonal relation; Administration; Supervisory; Written and verbal communication. Team work. Working under pressure.

DUTIES:
Ensure proper administration of National Bid Committees within the Department. Compile an agenda for the committee meetings when necessary. Record and compile minutes of the National Bid Adjudication Committee regularly. Ensure that NBAC files (Packs) are distributed 3 days before the meeting. Compile letters of acceptance, regret and cancellation continuously. Ensure that approved submissions are communicated to all stakeholders within 2 days of approval thereof by NBAC. Ensure that approved submissions are signed off and handed to the Contract Management Office for further processing. Ensure and monitor internal control measure for compliance with policies and procedures of the Department. Monitor the acquisition processes and procedures according to policy. Render advice and support during NBAC meetings. Ensure proper filing and archiving of documentation according to the prescripts of the National Archives Act. Assist in the preparation of management information, statistics and reporting in committees. Collate and compile monthly reports for NBAC meetings sitting.

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

POST 19/29: PERSAL REVISER (REF NO: 3/2/1/2018/158)
Directorate: Persal Control

SALARY: R281 418 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS:
National Diploma in Human Resource Management/Public Administration/Public Management. The following certificates will be regarded as additional requirements to the qualification, Introduction to Persal, Personnel Administration, Salary Administration and Establishment Administration. 2 years of experience in relevant working environment. Job related knowledge: Operation and capabilities of PERSAL system thereof. Job related skills: Computer literacy; Interpersonal relations; Communication; Analytical; Organisational; Financial and knowledge management; Problem solving and analysis skills; Knowledge of Microsoft Excel. Team work. Working irregular hours. A valid driver's licence (code 08).

DUTIES:
Identify training needs. Determine Persal training needs. Develop and maintain Persal training needs database. Liaise with National Treasury for training of Persal users. Implement Persal training initiatives. Conduct/arrange Persal workshops. Conduct/arrange Persal information sessions. Approve suspense file Persal transactions in terms of local delegation and Public Service Directives and/or internal departmental policies. Approve only with valid source documents. Approve only with authentic and approved source documents. Ensure optimal utilization of the PERSAL system. Ensure compliance with PERSAL access security. Communicate all PERSAL messages. Draw users reports and analyse. Attend National Treasury steering committee meetings. Implement Persal measures to ensure the upgrading and maintenance of the system. Ensure that all new Persal policies are communicated to National Treasury for upgrading of the Persal system. Ensure that the Persal system is enhanced and user friendly. Draw Persal reports and if the reports need any upgrading bring same to the attention of the system controller.

NOTE: African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
POST 19/30: HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/159)
Directorate: Human Resource Management

SALARY: R152 862 per annum (Level 05)
CENTRE: Pretoria

REQUIREMENTS:
Grade 12/Senior Certificate. Job related knowledge: Clerical duties, practices as well as the ability to capture data and operate a computer; Understanding of the legislative framework governing the Public Service; Understanding the importance of document management as well as filing the documents; Understanding the work in human resource benefits. Job related skills: Planning and organization; Computer literacy; Good verbal and written communication; Interpersonal relations. Able to work under pressure, meeting deadlines and to work in a busy environment.

DUTIES:
Implement human resources leave records and long service recognition. Ensure effective management of human resources leave, long service recognition and PILIR at all times. Assist with the monitoring of leave in the department. Assist with leave investigation with regard to abuse/medical boarding and temporary incapacity, if necessary. Provide technical advice on human capital leave, long service recognition and PILIR at all times. Print leave credits for employee from PERSAL. Address human resources leave and long service recognition enquiries. Implement human capital service termination/pension. Ensure effective management of human capital service termination to all qualifying employees. Provide technical advice on service termination issues to staff members when required. Address human capital service termination/pension enquiries. Capturing of bulk leave forms and service termination applications.

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

POST 19/31: PROVISIONING CLERK: DEMAND AND ACQUISITION (REF NO: 3/2/1/2018/160)
Directorate: Financial and Supply Chain Management Services

SALARY: R152 862 per annum (Level 05)
CENTRE: KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS:
Grade 12/Senior Certificate. 1 year experience in acquisition management will be an added advantage. Job related knowledge: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment. Job related skills: Planning and organisation; Computer literacy; Communications (verbal and written); Interpersonal relations; Flexibility. Team work. Working under pressure. Meeting deadlines.

DUTIES:
Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issues and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Compiling of comparative schedules for different commodities. Checking of files against a checklist during processing of quotations/bids. Provide procurement related support to clients. Reporting on all aspects of Acquisition. Follow up on acquisition related matters until finalized and an order number is created. Proper record keeping.

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

POST 19/32: REGISTRY CLERK (REF NO: 3/2/1/2018/161)
Directorate: Support Services

SALARY: R152 862 per annum (Level 05)
CENTRE: KwaZulu-Natal (Richards Bay District)

REQUIREMENTS:
Grade 12/Senior Certificate. Job related knowledge: Registry duties, practices as well as the ability to capture data and operate; Understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment. Job related skills: Planning and organisation; Computer literacy; Interpersonal relations; Flexibility;
Communications skills (verbal and written). Team work. Working under pressure. Meeting deadlines.

**DUTIES**

Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messenger to deliver to Post Office. Open and stamp maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of disposed documents.

**NOTE**

African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

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

CLOSING DATE: 28 May 2018

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 19/33: DIRECTOR: MARITIME INFRASTRUCTURE AND FREIGHT LOGISTICS

REF NO: DOT/HRM/10
(Branch: Maritime Transport)
(Chief Directorate: Maritime Infrastructure & Industry Development)
(Directorate: Maritime Infrastructure and Freight Logistics)

SALARY: All-inclusive salary package of R948 174 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s in Maritime Studies or Maritime Transport Economics or Transport Freight Logistics at NQF Level 7 as recognized by SAQA plus 5 years’ experience must be at Middle Management level and experience in the management and regulation of the maritime transport sector. The following will serve as a recommendation: Above average understanding of management in the maritime transport sector; A strategic thinker who is able to work with individuals and teams at both executive and operational level; Sound knowledge of public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes / projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours.

DUTIES: The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Facilitating the implementation of policies and the Maritime Charter to develop Maritime industries in Ship building, Ship repair, maintenance, conversion and docking facilities in collaboration with the Department of Trade and Industry and Department of Public Enterprise, manage the DOTS relationship with TRANSNET facilitate implementation of
intermodal strategies in the Port Environment. Manage the development of an effective productive South African port industry that is capable of contributing to the economic growth and development of the country and improve port efficiency by conducting research on supply chain logistics. Ensure that port efficiency and maritime freight logistics strategies are developed and implemented as per the DoT requirements. Manage and control the Directorate by ensuring the compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Develop a framework, create a conducive environment and provide leadership in stakeholder management. Provide guidance and adequate support for and development of the staff of the Directorate. Establish and maintain governance and administrative system’s continuity within the work of the branch develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the quarterly reports, including the analysis of the Ports Regulator’s Annual Performance Plans and annual report.

ENQUIRIES : Mr M Madiya; Tel No: (012) 309 3329

POST 19/34 : DIRECTOR: OCEANS ECONOMY DEVELOPMENT REF NO: DOT/HRM/11 (Branch: Maritime Transport) (Chief Directorate: Maritime Infrastructure & Industry Development) (Directorate: Maritime Economy Development)

SALARY : All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS : A relevant Bachelor’s degree at NQF Level 7 in Maritime Studies, Transport Economics or Freight Logistics recognized by SAQA with five (5) years’ relevant experience at Middle Management level in the maritime industry. The following will serve as a recommendation: Above average understanding of management in the maritime transport sector. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Sound knowledge of the Public Administration regulations and procedures, knowledge of South African Maritime Transport environment, knowledge of the Comprehensive Maritime Transport Policy (CMTP); strong background in Project Management, knowledge of Operation Phakisa/Ocean Economy, strong presentation skills, knowledge of international maritime Treaties/Protocols (WTO/IMO/ILO) extensive knowledge of the Port Environment, Port Infrastructure and development structures, system analysis and monitoring, ability to work with people, complex problem solving, judgement and decision making, computer literacy, coordinating and facilitating skills, knowledge of National Ports Act, extensive knowledge of Public Finance Management Act (PFMA). Willingness to travel and work beyond normal working hours.

DUTIES : The successful candidate will: Manage and monitor the implementation of the Comprehensive Maritime Transport Policy; support the implementation execution of Operation Phakisa related projects. Promote maritime transport sector development and facilitate the establishment, monitoring of the Centre for Maritime Policy and Strategy. Support the Maritime Transport Sector Development Council as envisaged in the CMTP. Manage intergovernmental relations of all departments and implementing agencies involved in the Implementation of the Comprehensive Maritime Transport policy and strategic initiatives and must work with other labs within Oceans Economy. Facilitate intergovernmental relations between departments and implementing agencies involved in Operation Phakisa initiatives. Develop and monitor maritime service level agreements, develop charter guidelines and ensure cost effective maritime administration. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Prepare and submit implementation plans, monitor quality control of work. Ensure the compilation of the annual and monthly reports and strategic plan of the Directorate. Monitor the planning, organizing and delegation of work. Ensure that monitoring and evaluation are carried out in all areas of the Directorate. Ensure the development and monitoring of staff members. Ensure sound record management of the Directorate. Manage and direct the research development programmes to meet the organizational needs and capitalize on new potential projects.

ENQUIRIES : Mr M Madiya; Tel No: (012) 309 3329
POST 19/35 : DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION
REF NO: DOT/HRM/12
(Branch: Maritime Transport)
(Chef Directorate: Maritime Policy Development)
(Directorate: Maritime Policy Development and Quality Assurance)

SALARY : All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS :
- A recognised NQF level 7 in Maritime/Shipping Law, Maritime/Transport Economics/ Maritime Studies, Policy Studies, International Law with 5 years’ experience on MMS level in Maritime Industry as well as knowledge of the process for Ratification/Accession of Conventions, Drafting of legislation, Policy or Strategy Analysis and Development. The following will serve as a recommendation: Providing strong, visible and effective leadership; Experience in international Law and negotiation skills; Understanding of South Africa’s role in international politics; Sound background in South African maritime transport; A clear understanding of South African maritime transport policy and the role of maritime transport in fulfilling government’s broader socio-economic issues; A clear understanding of regional and continental maritime initiatives of SADC, AU, NEPAD, UN and South Africa’s position thereon; A clear understanding of the goals and priorities of government with regard to social, environmental, political and macro-economic issues; above average understanding of management in the maritime transport sector; A strategic thinker who is able to work with individuals and teams at both executive and operational level; Sound knowledge of public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and co-ordination skills; High-level ability to analyse and synthesize information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes/projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours. A thorough understanding of the role of maritime transport in the economy; Developing and maintaining high quality relationships and engaging effectively with international, external and internal key stakeholders; Providing regular reports to applicable authority as required; the ability to write and present papers; The ability to work in a team to accomplish objectives.

DUTIES : The successful candidate will ensure that Maritime Policy and Legislation analysis and development are undertaken in a cooperative manner to foster greater stakeholder engagement and acceptance by: Participating in Audit compliance process in ordinance with international requirement; Ensure that the legislation is aligned to the IMO Conventions and practices; Provide guidance and adequate support for and development of the staff of the Directorate; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; Establish and maintain governance and administrative system’s continuity within the work of the branch; Develop financial reports for forecasting, trending and results analysis; Prepare and submit implementation plans; Draft legal opinion and advices to legal matters and questions referred to the Chief Directorate; Authorise expenditure; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the Directorate; Set budget levels; Monitor the planning, organising and delegation of work; Monitor, analyse & evaluate the performance of corporate communication; Ensure monitoring & evaluation is carried out in all areas of the branch.

ENQUIRIES : Mr D Ntuli; Tel No: (012) 309 3331
POST 19/36 : DIRECTOR: INDUSTRY DEVELOPMENT AND AIRFREIGHT REF NO: DOT/HRM/13  
(Branch: Civil Aviation)  
(Chef Directorate: Aviation Economics and Industry Development)  
(Directorate: Industry Development and Airfreight)  

SALARY : All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.  

CENTRE : Pretoria  

REQUIREMENTS : An applicant should be in possession of NQF Level 7 as recognised by SAQA or equivalent qualification in transport plus a minimum six – ten years’ relevant experience of which five years must be on Middle Management Level. Experience in civil aviation would be an added advantage. The following will serve as recommendation: Excellent communication (verbal and written); Understand the aviation industry transformation agenda and the airfreight logistics in the country; Sound knowledge of PFMA, Treasury Regulations and MTEF processes; Compilation of management reports; Strategic leadership and capability; Good interpersonal skills; Project and programme management; and Innovative and client orientation, action oriented and result driven.  

DUTIES : The successful candidate will: Finalise, implement and monitor the National Civil Aviation Transformation Strategy; Develop skills pipeline through outreach programmes to entice PDI youth into pursuing careers in aviation; Develop and implement relevant frameworks to enhance airfreight logistics; Manage and evaluate the Department’s aviation agencies quarterly performance with respect to agree upon transformation targets; Represent the Department at regional and international for a pertaining to civil aviation training and airfreight logistics; Participate in strategic aviation industry meetings to influence planning; Manage stakeholder queries and Parliamentary questions; Manage and control the Directorate by providing guidance and adequate support for development of the staff of the Directorate.  

ENQUIRIES : Ms T Phewa: Tel No: (012) 309 3205  

POST 19/37 : DIRECTOR: RURAL TRANSPORT IMPLEMENTATION REF NO: DOT/HRM/14  
(Branch: Public Transport)  
(Chef Directorate: Rural and Scholar Transport Strategy Implementation)  
(Directorate: Rural Transport Implementation)  

SALARY : All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.  

CENTRE : Pretoria  

REQUIREMENTS : An appropriate Bachelor Degree in the Public Transport management / Transport Planning / Transport Economics or equivalent degree at NQF Level 7 as recognised by SAQA, plus a minimum of five years (5) years relevant experience at Middle/Senior Management Level. An Honours and / or Master’s degree will be an added advantage. Knowledge and Skills required: Development of public transport strategies and implementation plans. Project Management. Communication skills and Compilation of Management Reports. Knowledge of National Land Transport Act, Public Transport Planning and Rural Transport Strategy is key. Understanding of PFMA and have Computer literacy, the candidate should be willing to travel and work irregular hours.  

DUTIES : The successful candidate will undertake the following duties: Manage the implementation and maintenance of rural public transport policy and strategies. Develop rural transport network plans. Conduct district municipalities’ Integrated Public Transport Network assessment and project viability studies. Facilitate the development of district municipalities’ operational plans in accordance with the IPTNs. Develop institutional support framework and maintenance of the guidelines. Compile strategic plan and annual performance plan of the Directorate. Facilitate skills development within the directorate. Compile performance reviews and annual assessment reports of the personnel in the directorate. Manage and control the Directorate. Establish and maintain governance and administrative system’s continuity within the work of the Directorate.  

ENQUIRIES : Ms A Nchabeleng: Tel No: (012) 309 3231
POST 19/38  DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

REF NO: DOT/HRM/15

(Branch: Administration (Office of the Chief Operations Officer)

(Chief Directorate: Human Resource Management and Development)

SALARY: All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS:

A relevant undergraduate qualification at NQF Level 7 in human resource or public administration or equivalent as recognised by SAQA plus five (5) years of relevant experience in Human Resource Management at a middle/senior managerial level. The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, Financial Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.

DUTIES:

Develop human resource management and administration strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure strategic human resource planning by developing and implementing the Departmental HR plan and reports. Manage all the recruitment and selection processes including vacancies, adverts, applications, response handling, shortlisting, competency assessments and maintenance of the recruitment and selection database. Conduct research and develop and implement human resource management policies in line with relevant legislative provisions. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage the administration of conditions of service and remuneration of employees. Manage the placement of staff, service benefits, PERSAL matters and service terminations. Promote and maintain sound employee relations including collective bargaining processes. Manage and control the Directorate including human and financial resources. Ensure that the Directorate complies with all the monitoring and reporting requirements, regulations, rules and lawful instructions. Ensure the provision of relevant Human Resource Management information to support the development of the Strategic Plan and compile the Annual Report. Ensure that relevant human resource management reports are compiled and submitted to relevant authorities. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

ENQUIRIES: Mr M Maswanganye; Tel No: (012) 309 3041

POST 19/39  DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

REF NO: DOT/HRM/16

(Branch: Administration (Office of the Chief Operations Officer)

(Chief Directorate: Human Resource Management and Development)

SALARY: All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS:

An appropriate undergraduate qualification at NQF Level 7 in Management Services, Behaviour Sciences or Humanities, Organisational Development, Work Study, Production Management or equivalent as recognised by SAQA plus 5 years relevant experience at Middle/Senior Managerial Level. The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal). Networking abilities, research skills, policy analysis and implementation. Willingness to travel and work beyond normal working hours.

DUTIES:

Provide a management advisory and organisational development service to the Department. Manage the provision of job analysis and job evaluation services. Ensure the development of service delivery models and service delivery improvement plans in line with the Operations Management Framework. Develop organisational structures to suit the needs of the Department. Conduct establishment investigations to ensure that posts are
correctly defined to suit the needs of the Department. Provide a procedure and method study service. Mainstream the Batho-Pele Revitalisation Programme. Facilitate the hosting of the annual transport wards. Develop Change Management Strategy integrating People, Systems and Processes. Ensure a planned, systematic process of organisational change, based on behavioural science, organisational design, research and theory. Develop and implement change management interventions, Coordinate Departmental Team Building interventions. Provide access to Employee Assistance Programmes. Coordinate the Transport Sector HIV/Aids strategy implementation. Develop strategies, operational plans and procedures for the implementation of employee health and wellness programmes, including but not limited to HIV/AIDS, stress, substance abuse and workplace violence. Manage and promote the Employee Health and Wellness Programme within the Department Wellness. Manage the Departmental Wellness centre. Facilitate policy workshops, awareness and educational sessions on HIV and AIDS issues. Ensure that the Department has representation in relevant national and sector Transport sector structures. Manage and control the Directorate including human and financial resources. Constantly monitor and review the impact of workplace interventions. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

ENQUIRIES: Mr M Maswanganye; Tel No: (012) 309 3041

OTHER POSTS

POST 19/40: DEPUTY DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND STRATEGIES REF NO: DOT/HRM/17
(Branch: Maritime Transport)
(CHief Directorate: Maritime Infrastructure & Industry Development)
(Directorate: Maritime Industry Development and Economic Regulation)

SALARY: All-inclusive salary package of R779 295 per annum (Level 12)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF Level 6/7 as recognised by SAQA qualification in Maritime Studies, Transport Economics /Transport Planning with 5 years relevant working experience. The following will serve as a recommendation: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting);Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations and administers tender procurement processes in accordance with generally recognised SCM and financial practices; Good communication skills (verbal and written); Computer literacy. Must be able and willing to travel nationally. Be able to work under pressure.

DUTIES: The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Audit and develop framework to enhance training and career awareness across the value chain of the maritime transport sector; Promote World Maritime Day by organizing the annual event across South Africa; Promote Maritime career through awareness campaigns across South Africa; Monitoring framework to report on economic participation of historically disadvantaged individuals in the maritime industry; Support establishment of Maritime BBBEE Council for nine provinces and develop programme of Action; Identify and establish stakeholder programs to enhance the development of maritime transport industry; Develop or review text on Multilateral and Bilateral agreements/Memorandum of Understanding between Republic of South Africa and Strategic Countries; Monitor the implementation of Action Plan with regard to Memorandum of Understanding; Support development and implementation of ship ownership strategy to build the National Fleet and an action plan to monitor implementation thereof; Develop monitoring framework for ship register; and support the development of programmes to improve the South African Ship register and monitor ship registration offices; Monitor the implementation of the National Ports Act and Commercial Ports Policy and make proposals for review, where required; Implement the developed Comprehensive Maritime Transport Policy (CMTP);Monitor and evaluate the implementation of the policy; Develop and
implement the human resource plan for the maritime sector; Review employment creation rate and develop relevant strategies; Review the bilateral agreements; Support the development and implementation of the Maritime Transport Sector Development Council (MTSDC); Offer Secretariat services to MTSDC; Assist with compiling the Budget of the Directorate; Manage the assets of the Sub directorate; Provide guidance to staff and agree on the training needs; Manage the work quality and performance of staff; Provide input into the strategic and annual reports of the Directorate; Ensure that employees are equipped with the required skills and resources to perform optimally; Compile the strategic, annual performance plan, quarter reports and annual reports of the Sub-Directorate.

ENQUIRIES: Ms T Taoana-Mashiloane; Tel No: (012) 309 3112

POST 19/41: DEPUTY DIRECTOR: LEGISLATION REF NO: DOT/HRM/18 (X 2 POSTS)
(Branch: Road Transport)
(Chief Directorate: Road Transport Regulations)
(Directorate: Road Traffic Legislation and Standards)

SALARY: All-inclusive salary package of R779 295 per annum (Level 12)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF Level 7 as recognised by SAQA in LLB or equivalent four-year Legal qualification, with minimum of 5 years’ relevant experience. The following will serve as strong recommendation: Knowledge of the National Road Traffic Act, 1996 (Act No.93 of 1996) and all other road traffic related legislation, i.e. AARTO Act, CBRTA Act, RAF Act, RTMC Act, SANRAL Act. Knowledge of processing legislation development and taking legislation through Parliament. Knowledge and understanding of Government policies, programmes and priorities, 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 communication skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook and 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 and submissions are essential. Candidates have to be in possession of valid driving license. Willingness to travel and work extended hours.

DUTIES: The successful candidate will: Drafting of the National Road Traffic Act, 1996 (Act No.93 of 1996) and other road traffic legislation. Chairing of various National legislation development Committees, working groups and sub-working groups meeting. Assist with the implementation of Road Traffic Act and all other road traffic related legislation. Processing of draft Road Legislation for public comments, inputs or objections. Incorporate submissions, inputs and comments on proposed Road Traffic Legislation. Submit draft Road Traffic Legislation or any other road traffic related matter to the Government Departments, Provincial Departments, any Agency of the Department, Local Authorities and role-players. Processing any requests concerning any new Road Traffic Legislation or amendments to existing legislation. Attend to all enquires as well as correspondence in relation to vehicle standards and legal requirements. Harmonisation of National Road Traffic Act and other roads legislation with other legislation such as the Constitution, PAJA and PAIA.

ENQUIRIES: Mr J Motsatsing; Tel No: (012) 309 33574/3114

POST 19/42: DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOT/HRM/19
(Branch: Administration (Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management and Development)

SALARY: All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF level 6/7 qualification in Labour relations/Employee Relations or relevant Law degree with a minimum working experience of 5 years dealing with individual labour relations matters and ability to represent the employer at Disciplinary hearings as well as Conciliation and Arbitration. Candidates must also have an understanding of all applicable government
regulatory prescripts. The following will serve as strong recommendations:

Exposure and knowledge of all applicable regulatory prescripts i.e. PSCBC and GPSSBC Collective Agreements, Labour Relations Act, Basic Conditions of Employment Act, PAJA, PAIIA, Public Service Act and Public Service Regulations, Public Finance Management Act. Relevant experience in the field of labour relations. Exposure to and knowledge of all applicable regulatory prescripts. Knowledge and experience of conciliation and arbitration proceedings. Knowledge and experience in the handling of disciplinary hearings, grievances and complaints. Knowledge of the functioning of the Bargaining Chamber. Good communication skills (verbal and written). Advanced negotiation skills.

**DUTIES**: Manage and advice on all internal labour relations issues, provide advice on Public Service Co-ordinating Bargaining Council (PSCBC) and GPSSBC Resolutions. Represent the department at the external labour relations forums. Conduct exit interviews and prepare reports to departmental management. Manage grievances in accordance with the prescribed procedures, prepare and submit grievance statistics to the Public Service Commission and to other relevant stakeholders. Facilitate the collective bargaining in the Departmental Bargaining Council (DBC). Establish sound relations with recognised employee organisations in the public service. Ensure the establishment and functioning of the Departmental Bargaining Council. Develop and implement departmental labour relations policies and programmes. Conduct labour relations workshops in the department. Monitor the implementation of policies and collective agreements. Manage industrial action in the department. Ensure that contingency measures are in place to minimise the adverse effect of strikes in the department. Collect attendance statistics on each day of the strike day and submit such statistics to the DPSA. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Sub-Directorate.

**ENQUIRIES**: Mr P Mohlala, Tel No: (012) 309 3542

**POST 19/43**: ASSISTANT DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND STRATEGIES REF NO: DOT/HRM/20

(Branch: Maritime Transport)

(Chef Directorate: Maritime Infrastructure & Industry Development)

(Directorate: Maritime Industry Development and Economic Regulation)

**SALARY**: All-inclusive salary package of R417 552 per annum (Level 10)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate NQF Level 7 as recognised by SAQA in Maritime Studies, Transport Logistics or Transport Economics plus 3 years relevant/applicable experience OR a NQF level 6 as recognised by SAQA in Maritime Studies, Transport Logistics or Transport Economics plus five (5) years relevant experience. The following will serve as a recommendation: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations and administers tender procurement processes in accordance with generally recognised SCM and financial practices; Good communication skills (verbal and written); Computer literacy. Must be able and willing to travel nationally. Be able to work under pressure.

**DUTIES**: The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Develop framework to enhance training and career awareness across the value chain of the maritime transport sector; Promote World Maritime Day by providing support with organizing the annual event nationally; Promote careers in Maritime through awareness campaigns, expos and promotion programmes by visiting schools; Promote SADC partnerships to stimulate and sustain regional growth; Support the development of programmes to improve the South African ship register and monitor the ship registration offices; Support and monitor the implementation of the National Ports Act and Commercial Ports Policy and make proposals for review; Monitor framework on economic participation of historically disadvantaged individuals in the maritime industry; Support establishment of Maritime BBBEE Council for nine provinces; Provide support with bilateral and multilateral agreements; Support the development and implementation of the
Maritime Transport Sector Development Council (MTSDC): Facilitate and coordinate the process of issuing maritime yearbook; Provide inputs with strategic, annual performance plan and quarterly reports of the Sub directorate; Preparing and submitting implementation plans; Respond to maritime industry development queries.

ENQUIRIES: Ms T Taoana-Mashiloane; Tel No: (012) 309 3112

POST 19/44: ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/21
(Branch: Civil Aviation)
(Sub-Directorate: Project Management and Financial Administration)

SALARY: R334 545 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in the possession of a recognised NQF Level 6/7 as recognised by SAQA in Public Administration / Public Management / Financial Management and 3 years relevant experience. The following key competencies and attributes are essential: Be able work individuals and teams at both executive and operational levels. Knowledge of Public Finance Management System and Legislation in Government. Liaison and communication skills (Written and verbal). Advanced project management skills. Analytical thinking and problem solving abilities. Innovative and customer-focused, action-oriented and results driven.

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

ENQUIRIES: Ms H Ramugadi; Tel No: (012) 309 3546

POST 19/45: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM REF NO: DOT/HRM/22
(Branch: Administration (Chief Operations Officer)
(Directorate: Human Resource Development and Performance Management & Development System)
(Sub-Directorate: Performance Management & Development System)

SALARY: R334 545 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in the possession of a recognised NQF Level 6/7 as recognised by SAQA in Human Resource Management, Management or Public Administration with three years relevant experience in the PMDS field. The following key competencies and attributes are essential: Knowledge of Public Service Regulations; through knowledge application of PDMS Directives, prescripts and collectives agreements on PMDS, PFMA and
PERSAL: excellent interpersonal relations; ability to function both independently and as part of the team; ability to handle pressure; good communication and writing skills; good presentation and facilitation skills; problem solving; time management; planning, coordination and organizational skills; computer literacy skills (MS Office package).

**DUTIES**: The incumbent will be responsible to: Assist in the management and coordination of the effective implementation of the Performance Management System in the Department; Provide quality assurance to all the PMDS documents; Manage, file and analyse data on performance agreements/review and appraisals concluded to produce statistical information and management reports; Facilitate the various Moderating Committee meetings and logistics; Conduct PMDS workshops; Assist in the development/review of PMDS polices, Sub-Directorate business/Operational Plans, notice and guidelines on latest developments in performance management. Provide technical advice to all staff; Ensure Department complies with related PMDS prescripts; Supervise and mentor subordinates, including interns within the Unit.

**ENQUIRIES**: Ms R Mashamaite; Tel No: (012) 309 3225

**POST 19/46**: ADMINISTRATIVE ASSISTANT: BURSARIES REF NO: DOT/HRM/23
(Branch: Chief Operations Officer)
(Directorate: Human Resource Development and Performance Management & Development System)
(Sub-Directorate: Internal) Human Resource Development

**SALARY**: R183 558 per annum (Level 06)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate NQF Level 6 as recognised by SAQA in Human Resource Management / Human Resource Development / Public Administration / Management with at least 1-year relevant experience in Human Resource Development environment. The following will serve as strong recommendations: Knowledge and understanding of legislations that governs Skills Development, excellent interpersonal relations, ability to function both independently and as part of the team. Ability to handle pressure, good communications and writing skills, good presentation and facilitation skills, problem solving, time management, planning, coordination and organisational skills, computer literacy skill (MS Office, Word and Excel), excellent in the coordination and management of bursaries, a valid driver license will be added as advantage.

**DUTIES**: The incumbent will be responsible to: Coordinate and administer bursaries; Advertise bursaries according to DoT requirements; Administer files for transfer of bursaries to and from the department; coordinate and administer bursaries, provide secretariat support to Human Resource Development Committee and Bursary Committee; Develop and maintain bursary database, process bursary payments. Assist in the recruitment and selection of Interns/Learners for the Learner ship Programme; Assist in handling applications and the selection process of interns/Learner for learner ship programme. Open and manage learner’ files, coordinate leadership induction workshop and meetings with learners, process payments to the services provider as per the Service Level Agreement. Coordination of on boarding programme; Identifying staff for attendance of induction programme coordinate all induction training programme. Render general administrative duties to the Directorate. Maintain proper filing system for the Bursary Office. Manage travel arrangements and accommodation for officials attending classes, render general administrative support to the Directorate.

**ENQUIRIES**: Ms D Maleka; Tel No: (012) 309 3811

**POST 19/47**: RECRUITMENT AND SELECTION ASSISTANT REF NO: DOT/HRM/24
(Branch: Administration (Chief Operations Officer)
(Directorate: Human Resource Management and Administration)
(Sub-Directorate: Recruitment and Selection)

**SALARY**: R183 558 per annum (Level 06)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate NQF Level 6/7 as recognised by SAQA in Human Resource Management with at least 1 year experience in HRM environment and the experience in Recruitment and Selection will be added as advantage. The following will serve as strong recommendations: Problem-solving abilities.
Communication skills (written and verbal). Project management skills. Interpersonal, liaison, coordination and organizing skills. Computer literacy. Willingness to work beyond normal working hours.

**DUTIES**

The incumbent will be responsible to: Sort job applications. Capture all applications from job applicants and compile executive summaries. Assist with other HR administrative duties as required. Arrange for a suitable date for short listings. Invite all stakeholders, panel members including organized labour to the short listing. Scribe during the short listing meeting. Compile submission for shortlist approvals. Conduct reference checks for the shortlisted candidates. Arrange date and venue for the interviews. Invite shortlisted candidates to the interviews. Escort candidates to and from the interview venue on the day of the interview. Assist candidates with the completion of S & T forms and submit them for approval. Assist with any logistics regarding interviews. Conduct pre-employment security screening for the shortlisted candidates with NIA. Conduct verification of qualification for the recommended candidates with SAQA. Compile a database all educational verifications from SAQA.

**ENQUIRIES**

Ms N Masilela; Tel No: (012) 309 3104

**POST 19/48**

**GRAPHIC DESIGN ASSISTANT REF NO: DOT/HRM/25**

(Branch: Administration (Chief Operations Officer))

(Cheif Directorate: Communication)

(Directorate: Internal Communications)

**SALARY**

R183 558 per annum (Level 06)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate NQF Level 6/7 as recognised by SAQA in Graphic Design or Fine Art with 1 year experience. The following will serve as strong recommendations: knowledge and skills of Multi-media; Computer graphics packages; Corel Draw; Adobe Photoshop; Desktop Publishing etc. Communication skills. Computer literacy; typing skills and project management.

**DUTIES**

Develop the overall layout of publications (annual report strategic documents and other departmental publications; Develop and design brochures and publications. Enhance the corporate image of the department by designing corporate gifts package & covers. Develop the layout of calendars for the Department, Create graphs and charts for publications; Assist the Web Developers with graphic and art content of the Department's website; Develop material for the website interactive media and multi project, Design graphics, images and visual elements for the websites pages; Provide graphic design support to branches; Design layout according to specific needs, Prepare sketches by hand or with the aid of computer; maintain graphic design equipment; Ensure colours, art work are available. Maintain equipment as required (computer, software, digital and electronic aids)

**ENQUIRIES**

Mr R Maboho, Tel No: (012) 309 3401 / Mr S Xaba, Tel No: (012) 309 3669
ANNEXURE F

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS: Applications directed to the addresses as indicated below or Hand Delivery as indicated below: All Chief Executive Officer Posts to be submitted to Head Office with the exception of the Clinical Manager vacancy at Grey Hospital.

Post to: Recruitment & Selection, Department of Health (Head Office), Private Bag X0038, Bhisho, 5605 or Hand Deliver to: Recruitment & Selection, Department of Health (Head Office), Global Life Building (The Old Department of Education space), Corner of Independence Road & Circular Drive, Bhisho 5605.

Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 OR hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601.

CLOSING DATE: 25 May 2018

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 19/49: CLINICAL MANAGER/CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CLM-CEO/01/05/2018

SALARY: R1 052 712 – R1 316 136 per annum (OSD) / R779 295– R917 970 per annum (Level 12)

CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level or A Degree/Advanced Diploma in a Health related field plus a Degree/Diploma in Health Management or Degree/Diploma in Management field. Registration with the relevant Professional Council. At least five years managerial experience in the health Sector at Middle Management. Experience in management in Health environment. A valid work permit (if not South African resident). Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. A valid driver’s license.

DUTIES: To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory
framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources.

ENQUIRIES
Dr Moko Tel No: 083 378 0461

POST 19/50
CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/GREYH/01/05/2018

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

CENTRE
Buffalo City Metro, Grey Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

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

ENQUIRIES
Ms Mnyiphika Tel No: 060 563 1398

OTHER POSTS

POST 19/51
CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/HCH/01/05/2018

SALARY
R779 295 – R917 970 per annum (Level 12)

CENTRE
OR Tambo District, Holy Cross Hospital

REQUIREMENTS
A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s Licence.

DUTIES
To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently
within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES

Dr Moko Tel No: 083 378 0177

POST 19/52 : CHIEF EXECUTIVE OFFICER REF NO:
ECHEALTH/CEO/EMPIH/01/05/2018

SALARY : R779 295 – R917 970 per annum (Level 12)

CENTRE : Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS:
A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.

DUTIES:
To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES:
Ms M Nokwe Tel No: 083 378 0461
ANNEXURE G

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

APPLICATIONS
Applications must be submitted on a duly online at www.gauteng.gov.za with completed Z83 form

FOR ATTENTION
Human Capital management

CLOSING DATE
25 May 2018

NOTE
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 19/53
ASSISTANT DIRECTOR – REFS/ 002895
Directorate: Transformation Programmes

SALARY
R334 545 (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Matric plus NQF level 6/ National Diploma in Social Science/ Development Studies or any Administration related qualification, coupled with 3 years’ experience in Gender, Youth and People with Disability mainstreaming environment in the public service. Competencies: Sensitivity to youth, people with disabilities and women; Diversity centred; Respect for targeted groups; Project and Programme Management skills; People Management skills; Client Orientation and customer focused skills; Proven Planning, Organizing, Communication and Report Writing Skills; Coordination Skills; Analytical Skills; Knowledge and understanding of legislative and Policy framework governing Gender, Youth and Disability Mainstreaming in the Public Service; Knowledge and understanding of Gender, Youth and Disability Mainstreaming Programmes, processes, systems and procedures in the Public Service; Knowledge of and understanding of Supply Chain Processes and Financial management. A valid driver’s licence.

DUTIES
Track departmental performance on GEYODI targets and plans from the relevant business units; Manage all logistics related to GEYODI and the committees; Co-ordinate and compile reports to the HOD, MEC and the legislature; Identify and apply relevant legislation, prescripts and frameworks guiding or underpinning public sector operations; Apply legislative regulations to contracts, projects and programs within area of operation; Implement action plans on GEYODI mainstreaming; Assist in the development of Departmental Gender, Youth and people with Disability Mainstreaming Action Plans; Assist in the Review of the Departmental Gender, Youth and people with Disability Mainstreaming Programmes; Conduct advocacy sessions on Departmental Gender, Youth and people with Disability Mainstreaming programmes; Track municipal performance on GEYODI targets and plans from municipalities; Co-ordinate and compile reports to the HOD, MEC and the legislature; Manage all logistics related to GEYODI and the committees; Assist in the development of Municipal Gender, Youth and people with Disability Mainstreaming Action Plans; Assist in the Review of the Municipal Gender, Youth and people with Disability Mainstreaming Programmes; Conduct advocacy sessions on Municipal Gender, Youth and people with Disability Mainstreaming programmes; Assist in conducting compliance of Departmental and Municipal Programmes to Gender, youth and people with disability mainstreaming targets, policies and action plans; Implement corrective actions; Identify GEYODI/Transformation empowerment programmes for the department and
municipalities; Report on the implementation of corrective action on Departmental and Municipal Programmes; Assist in the preparation and submission of quarterly, bi-annual and annual Gender, Youth and People with Disability Mainstreaming reports; Prepare and submit on Gender, Youth and People with Disability Mainstreaming ad-hoc oversight reports as required; Management of Administrative staff performance contracts, reviews and development plans; Management of Administrative staff leave plans; Management of Administrative staff disciplinary and grievance matters.

ENQUIRIES  
Andy/ Caiphus, Tel No: (011) 355 4227/4654

PROVINCIAL TREASURY

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

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

CLOSING DATE  
25 May 2018

NOTE  
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POST

POST 19/54  
DEPUTY DIRECTOR: GENERAL ACCOUNTING
Directorate: Financial Governance

SALARY  
R657 558 per annum (All-Inclusive package)

CENTRE  
Johannesburg

REQUIREMENTS  
A three-year tertiary qualification as recognized by SAQA (NQF level 7) in Accounting / Cost and Management Accounting / Auditing / Commerce / Finance. Plus 3 – 5 years’ relevant experience in financial / general accounting and three years as an Assistant Director. Competencies: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standards and GRAP. Practical knowledge and understanding of BAS and SAP. Advanced computer skills including MS Office (Excel and Word). Client relation and management skills. Organisational, planning, presentation, problem solving, decision making, analytical and both written and verbal communication skills. Ability to work under pressure and meet deadlines. Valid driver’s license.
**DUTIES**

The incumbent will be responsible for the review of the general ledger accounts of GPG Departments. Ensure that the ledger accounts are reconciled to the Trial Balance. Conduct monthly account variance analysis on behalf of the GPG Departments on actual expenses versus approved budget allocations. Implement changes within the general accounting processes of GPG departments as instructed by National Treasury. Visit and support GPG departments on a regular basis and maintain an effective Customer Relationship. Implement changes within the General Accounting Unit and to continuously improve processes to meet the requirements of the applicable accounting standards and ensure that the quality requirements have been properly defined and adhere to Review and conduct an analysis of Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Ensure that accounting months are closed in compliance with prescripts. Ensure that financial years are successfully closed in compliance with prescripts. Resolve queries and issues. Manage and develop the team and utilisation of resources.

**ENQUIRIES**

Ms. Linda Ninzi Tel No: (011) 227 9000
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.

OTHER POSTS

POST 19/55 : MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 17/18 (X 1 POST)
Component – Oncology 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, 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 Plus Current Registration with the
Health Professions Council of South Africa as a Medical Practitioner.
Recommendations: 1 year oncology experience is an advantage. Knowledge,
Skills, Training and Competency Required: Sound clinical knowledge within
the discipline. Ability to deal with all medical emergencies. Knowledge of
ethical medical practice. Ability to assess, diagnose and manage cancer
patients. 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 : Incumbent to be based at Greys Hospital. Clinical responsibility with After
Hours calls. Management of all Oncological problems/emergencies. To
conduct follow up clinics. To admit, manage, discharge and follow –up all
oncological cases requiring admission. To attend combined meetings and
contribute to academic presentations in the Department. Undertake ongoing
care of individual patients. Deal with emotional, social and physical aspects of
disease for patients’ and their relatives. Prescribe Chemotherapy Drugs &
Radiotherapy treatments with supervision of the Specialist. Deals with
Disability /Social Grants. Maintain medical records.

ENQUIRIES : DR O. EL Koha Tel No: 033 – 897 3222
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. 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 17/18.
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,
closing date: 25 may 2018
post 19/56: clinical programmes coordinator grade 01 (occupational health) ref no: uthuk/01/2018 (01 post)
salary: r394 665 – r444 195 per annum
other benefits: 13th cheque, medical aid (optional), home owners allowances (employee must meet prescribed requirements
centre: uthukela district office
requirements: senior certificate (grade 12). a minimum of 7 years appropriate / recognisable experience in nursing after registration as professional nurse with sanc in general nursing. current sanc receipt must be attached. proof of current or previous work experience endorsement and stamp by human resource. valid driver’s license EB license code 08. recommendation: national diploma in occupation health. computer literacy (proof must be attached). the ideal candidate must have: ability to demonstrate knowledge of policies and practices well. ability to consistently accept responsibility in a competent manner for own areas of work and those of subordinates. ability to work out own approaches to overcome problems. demonstration of leadership qualities through motivation and support. knowledge and experience in ohs standards and protocols. project managements.
duties: promote occupational health by ensuring that induction, in-service, orientation and training programs are developed and implemented. institute support and guide occupational health service to all institutions within the district inclusive of onsite guidance on correct practices. ensure establishment, sustenance and maintenance of all occupational clinics, monitor, evaluate and audit occupational health programmes and report discrepancies to promote wellness programme for the benefit of all employees. assist in the development of the occupational health monitoring and evaluation tool and evaluate compliance thereof. conduct quarterly occupational health audits of all occupational units and submit the report to head office. assist in the development of the occupational health monitoring and evaluation tool and evaluate compliance thereof. conduct quarterly occupational health audits of all occupational units and submit the report to head office. assist with strategic planning initiatives to ensure that occupational health policies and priorities are included in all district objectives. ensure that uthukela district health facilities have functional occupational health clinics to provide for work related injuries, medical screening for the district staff.

enquiries: mrs. c.g.k hadebe tel no: 036 631 2202
applications: all applications should be forwarded to: the human resources manager uthukela health district office, private bag x 9958 ladysmith 3370, or hand delivered to hr officer (room 20) 32 lyell streets, ladysmith 3370.

for attention: mrs. c.g.k hadebe
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** : 25 May 2018

**POST 19/57** : **CLINICAL NURSE PRACTITIONER – MOBILE CLINIC REF NO: EGUM 03/2018 (1 POST)**

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

Other Benefits: 13th cheque/service bonus, Rural Allowance of 8%, Home owners Allowance, (Employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** :
Institution: E G & Usher Memorial Hospital

**REQUIREMENTS** :
Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2018). Valid driver's licence code 08 (B). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures, Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendations: Valid driver code 10 (1) with PDP. **Grade 1**: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care.

**DUTIES** :
Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.

**ENQUIRIES** :
Mrs W Rosewall Tel No: 039- 797 8100

**APPLICATIONS** :
Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**NOTE** :
Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**CLOSING DATE** : 25 May 2018
ANNEXURE I

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS: Applications must be delivered to the Provincial Office, Nelspruit. All applications should be directed to: The Head of Department or Hand delivered to: Provincial Office No 3 Government Boulevard Department of Health. Riverside Mbombela; Private Bag X 11285 1200; Mbombela 1200

FOR ATTENTION: Ms D Khoza

CLOSING DATE: 25 May 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained.

NOTE: Application should be submitted on Z83 form obtainable from any public services. Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider the applications as being unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public service department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms).

MANAGEMENT ECHELON

POST 19/58: HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: MPDOH/MAY/18/01

SALARY: R1 550 331 - R1 645 464 per annum (OSD Requirements) plus Commuted overtime and Rural Allowance

CENTRE: Gert Sibande District: Piet Retief Hospital

REQUIREMENTS: Appropriate Qualification that allows registration with HPCSA as Medical Specialist (Speciality). Registration: HPCSA as Medical Specialist (Speciality). Experience: 10 years after registration as Medical Specialist in a normal Speciality. Recognition of experience: 5 years. Knowledge and Skills: Sound knowledge of clinical concepts within the relevant discipline. Good operative skills to carry out advanced clinical services. Research and organisational ability. Conflict management.

DUTIES: Manage Clinical Unit. Manage HR and Assets. Provide clinical care to patients. Train junior Doctors and be prepared to work commuted overtime. Provide clinical care to patients. Manage division/ wards for the relevant discipline. Manage outpatient department for the relevant discipline. Provide quality improvement activities in the relevant discipline. Arrange and supervise CPD and peer review to train interns/community service doctors and junior doctors. Manage Human Resource in the unit. Manage financial resources. Manage assets in the unit. Manage outreach programmes for the District Hospitals. Facilitate development of clinical.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 19/59: CLINICAL MANAGER (MEDICAL) GR 1 REF NO: MPDOH/MAY/18/02 (2 POSTS)

SALARY: R1 052 712 – 1 168 350 per annum (all-inclusive salary package) Plus Commuted Overtime and Rural Allowance

CENTRE: Gert Sibande District: Embhuleni Hospital Ehlanzeni District: Tonga Hospital
**REQUIREMENTS**

- Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

**DUTIES**

- Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

**ENQUIRIES**

Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/60**

**MEDICAL OFFICER GR3 REF NO: MPDOH/MAY/18/03 (2 POSTS)**

**SALARY**

- R977 199 – R1 221 723 per annum (OSD Requirements) plus Commuted Overtime and Rural Allowance

**CENTRE**

- Gert Sibande District: Piet Retief Hospital

**REQUIREMENTS**

- MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. At least 10 years or more experience after registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees-Minimum of 11 years of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.

**DUTIES**


**ENQUIRIES**

Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/61**

**DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/MAY/18/04**

**SALARY**

- R948 174 per annum [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

**CENTRE**

- Provincial Office, Nelspruit

**REQUIREMENTS**

- Bachelor’s degree in health related field with at least 5 years’ experience at middle management of health services. At least 3 years’ experience in Quality Assurance settings. A qualification in quality management will be an added advantage. Ability to work independently. Prepared to work under pressure. Valid driver’s license.

**DUTIES**

- Experience within the Public Health Care System, Client orientation and customer focus. Experience of change management and service delivery innovation. Financial management experience combined with good analytical and planning skills. Project management and report writing skills. People management and communication skills. Leadership skills. Knowledge and understanding of the National Core Standards for health establishments. Advanced computer literacy especially experience in data base management. Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health facilities. Serve as liaison between the department and the office of standards compliance. Provide technical support and advice to management and staff on clinical quality issues. Develop systems and coordinate processes for licensing of health establishments in the province. Plan, coordinate and manage systems and processes for the provincial Quality Assurance programme implementation.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/62: DIRECTOR: HAST REF NO: MPDOH/MAY/18/05
(Re-advertised)

SALARY: R948 174 per annum [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE: Provincial Office (Nelspruit)

REQUIREMENTS: Appropriate recognized post-graduate degree or equivalent qualification preferably in Public Health. At least three (3) years’ experience in HIV, AIDS, STI and TB Management. At least five (5) years’ experience at Middle Management level. Must possess extensive leadership skills, strategic capabilities, and Financial Management program and Project Management skills. Must be innovative and have good communication skills (verbal and written). Human Resource Management. Must have good analytical problem solving skills. Must also have knowledge in Information Management and Research. Knowledge and understanding of the District Health system. Full understanding of the Comprehensive Care Management Treatment and Support including TB. Leadership and strategic planning abilities. Computer literacy. Willingness to travel and work beyond normal working hours. A valid Code B driver’s license.

DUTIES: Provide strategic leadership to the Head of Department on HIV and AIDS and TB issues. Co-ordinate and support the integration of the HIV and AIDS, STI and TB Programmes with other health-care programmes in the province. Facilitate, prepare and monitor the budget for the programmes. Ensure efficient management and functioning of the Provincial Nerve Centre. Co-ordinate information management on the HAS, TB and related programmes. Monitor and evaluate effectiveness of the HIV and AIDS, STI and related programmes. Facilitate the development of provincial policies in line with the national policy guidelines and protocols. Attend all Senior Management meetings including national meetings.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

OTHER POSTS

POST 19/63: MEDICAL OFFICER GRADE 2 REF NO: MPDOH/MAY/18/07

SALARY: R842 028 – R920 703 per annum [OSD requirements depending on years of experience] plus Commuted Overtime and Rural Allowance

CENTRE: Gert Sibande District: Carolina Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 5 years’ experience after community service. Additional experience in relevant disciplines will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.

ENQUIRIES : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/64 : MEDICAL OFFICER: GRADE 01 & 02 REF NO: MPDOH/MAY/18/06

SALARY : R736 425 – R920 703 per annum [OSD requirements depending on years of experience] plus Commuted Overtime

CENTRE : Ehlanzeni District: Rob Ferreira Hospital, Nelspruit

REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 01 to 05 years' experience after community service. Additional experience in Paediatrician will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.

DUTIES : Rendering of actual clinical. Patient-related services which includes: Assessment of patients. Management of patients, which includes admissions and discharging. Running of High Risk Clinic. Presentation of cases and writing reports. Supervision and teaching of juniors and university students. Management of new-borns including premature babies and children in an intensive care unit.

ENQUIRIES : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/65 : MEDICAL OFFICERS GR 1 REF NO: MPDOH/MAY/18/08 (8 POSTS)

SALARY : R736 425 – R793 341 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus Commuted Overtime and Rural Allowance

CENTRE : Ehlanzeni District: Shongwe Hospital; Lydenburg Hospital; Tintswalo Hospital; Sabie Hospital
Gert Sibande District: Emhuleni Hospital
Nkangala District: Bernice Samuel Hospital [3 posts]

REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 01 year experience of community service. 1 year relevant experience after registration with a recognised foreign health professional council and or the HPCSA as a Medical Practitioner (Independent Practice for Foreign Qualified employees of whom it is not expected to perform community service as required in South Africa. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.

DUTIES : Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging. Supervision and teaching of juniors. Conducting operations: elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumpectomy. Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.

ENQUIRIES : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/66 : DEPUTY DIRECTOR: PMDS REF NO: MPDOH/MAY/18/09

This is a re-advertisement and all those who applied are required to re-apply

SALARY : R657 558 per annum (Level 11) plus benefits

CENTRE : Provincial Office, Nelspruit
**REQUIREMENTS**: A recognized three-year degree or National Diploma in Human Resource Management or Public Administration or any relevant qualification, with at least three (3) to five (5) years’ experience in the administration of performance management. Knowledge of Performance Management. Good working knowledge of PERSAL and all functions relating to PMDS. Driver’s License and willingness to travel. Good working knowledge of Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines.

**DUTIES**: The successful candidate will ensure the management of the administration of the performance management system in the Department. Develop and implement policies related to Performance Management and Development System (PMDS). Ensure compliance to policies and regulations on the implementation of Performance Management and Development System. Monitor the compliance of the performance management system and provide reports on the PMDS. Conduct training sessions on PMDS. Provide technical support to the employees, managers, Senior Management Service (SMS) and Review Committees. Ensure payment of performance bonus awards, notch Progression for Non-OSD and OSD employees and additional salary notches. Manage and maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for SMS and Non-SMS members at all levels.

**ENQUIRIES**: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/67**

**PHARMACIST GR1 (REPLACEMENT) REF NO: PDOH/MAY/18/14 (2 POSTS)**

**SALARY**: R615 945 – R653 742 per annum OSD requirements depending on the experience plus Benefits.

**CENTRE**: Ehlanzeni District: Shongwe Hospital

**REQUIREMENTS**: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Relevant experience gained after registration. Core competencies recommended: Commitment to quality, Development of self and others, Computer literacy, good interpersonal skills, Good written and verbal communication skills, Strong leadership and managerial skills. Valid Driver’s License.


**ENQUIRIES**: Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

**POST 19/68**

**ASSISTANT MANAGER: NURSING (SPECIALITY) REF NO: MPDOH/MAY/18/10**

**SALARY**: R546 315 – R614 874 per annum [PN-B4] OSD requirements (Depending on the years of experience plus benefits)

**CENTRE**: Ehlanzeni District: Rob Ferreira Hospital (Replacement)

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in Nursing or equivalent qualification that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in the relevant specialty. Minimum of 14 years’ experience after registration with the SANC. Knowledge in all primary health care programmes including HIV/AIDS, STI and TB. Registration with SANC as a Professional Nurse with Specialty. Excellent communication skills. Computer Literacy and Presentation skills. Ability or willingness for frequent travel in and outside the Province. Compulsory Driver’s license. Registration as an Assessor with HWSETA and Knowledge on SAQA and NQF will be an advantage.

**DUTIES**: Co-ordinate and conduct trainings for the Province mainly on HIV and AIDS STI and TB. Liaise with the Regional Training Centre, HRD and other
Stakeholders. Support the District and Facilities with trainings and Mentorship. Identify training needs. Work with different partners in provision of training. Monitor and Evaluate training programmes. Review training manuals and programmes. Supervision of facilitation at all levels. Compile training reports and submit respectively. Ensure availability of training equipment and material. Perform any other duties as assigned.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/69: ASSISTANT DIRECTOR: MEDICAL ORTHOTIC AND PROSTHETIC [MOP WORKSHOP MANAGER] REPLACEMENT REF NO: MPDOH/MAY/18/11

SALARY: R459 558 – R510 042 per annum OSD requirements depending on the experience plus benefits

CENTRE: Gert Sibande District: Ermelo Hospital MOP Workshop

REQUIREMENTS: A degree /Diploma in Medical Orthotic and Prosthetic, registration with HPCSA 3-5 years’ experience. A degree / diploma in management will be added advantage. A valid driver’s license is required (code EB). Knowledge of relevant legislation such as National Health act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Extensive interpersonal skills, ability to negotiate with different stake holders, skills in facilitation and program management, computer literacy and report skills and Innovative thinking.

DUTIES: Manage, coordinate and develop of MOP services at Institutional and District level. Implement the program according to the National norms and standards. Monitor and evaluate services delivery and report accordingly. Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop. Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices. Coordinate all trainings and Continued Professional Development activities at the institution.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/70: ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/18/12 (2 POSTS)

SALARY: R334 545 per annum (Level 09) plus benefits

CENTRE: Gert Sibande District: Embhuleni Hospital

Ehlanzeni District: Bushbuckridge Sub District Office

REQUIREMENTS: Degree / Diploma in Public Administration with 5 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.


ENQUIRIES: Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/71: ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/MAY/18/13 (2 POSTS)

SALARY: R344 545 per annum [Level 09] plus benefits

CENTRE: Nkangala District: Witbank TB Hospital, KwaMhlanga Hospital

REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (5) years’ experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations,
PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver’s license.

**DUTIES**
Manage finance, revenue and bookkeeping, payments, internal control and systems, Debits Management. Advice and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

**ENQUIRIES**
Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/72**
OPERATIONAL MANAGER: NURSING – PHC (PN-B1) REF NO: MPDOH/MAY/18/15 (REPLACEMENT) (9 POSTS)

**SALARY**
R499 953 – R562 698 per annum (depending on the years of experience) plus OSD benefits

**CENTRE**
Nkangala District: Tweefontein D Clinic, Tweefontein M Clinic; KwaMthlanga CHC
Gert Sibande District: Trichardt Clinic
Ehlanzeni District: Jerusalem Clinical, Matsulu CHC, KaNyamazane CHC, Kaapmuiden Clinic, Mbombela Mobile Clinic

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council. Proof of current registration with the SANC as Professional Nurse. A minimum of nine (9) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post-basic qualification as mentioned above.

**DUTIES**
Responsible for the management and co-ordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care facility. Manage planning to practice a holistic health service on a short- / medium- / long term basis and provide effective management and administrative support to Primary Health Care services. Manage personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Co-ordinate the provision of effective mobile Primary Health Care services attached to the fixed facility and also manages the Health Programmes, Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate data, Security, Cleaning, Infection control and Ground services. Organise a cost-effective service on a daily basis and participate in community involvement and attend to community engagements as required. Collect and collate monthly Primary Health Care data and discuss at staff meetings.

**ENQUIRIES**
Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/73**
OPERATIONAL MANAGER: GENERAL OPD PN-A5 REF NO: MPDOH/MAY/18/16 (2 POSTS)

**SALARY**
R394 665 - R444 195 per annum plus benefits in line with OSD requirements

**CENTRE**
Ehlanzeni District: Rob Ferreira Hospital; Shongwe Hospital

**REQUIREMENTS**
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. Recognizable experience in OPD after registration as a Professional Nurse with SANC.
DUTIES: Knowledge and understanding of nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize Own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/74: OPERATIONAL MANAGER GENERAL REF NO: MPDOH/MAY/18/17

SALARY: R394 665 - R444 195 per annum plus benefits in line with OSD requirements

CENTRE: Ehlanzeni District: Rob Ferreira Hospital (Nelspruit)

REQUIREMENTS: 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 with basic qualification in General Nursing. A minimum of at least 7 year appropriate/recognizable experience in General Nursing after registration as a Professional Nurse with SANC.

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

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/75: PROFESSIONAL NURSE (SPECIALITY NURSING) (PN-B1) REF NO: MPDOH/MAY/18/18 (7 POSTS)

Operating Centre

SALARY: R340 431 – 394 665 per annum (Dependent on experience)

CENTRE: Ehlanzeni District: Rob Ferreira Hospital, Nelspruit; Tintswwalo Hospital

REQUIREMENTS: Basic R425 qualification accredited with SANC in terms of Government Notice (Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science: Operating Theatre with a duration of at least 1 year experience. A minimum of 4 years appropriate/recognizable experience after registration with SANC as a Professional Nurse and experience in Theatre Nursing after registration with SANC in one of the R212 Specialties. Good interpersonal relations.

DUTIES: Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient’s Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anaesthetist; manage CSSD Unit and General Management of theatre section.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/76: PROFESSIONAL NURSE (PHC) (PN-B1) REF NO: MPDOH/MAY/18/24 (11 POSTS)

SALARY: R340 431 – 394 665 per annum (Dependent on experience)

CENTRE: Nkangala District: Simunye Clinic; Pullenshope Clinic; Hendrina Clinic; Civic Centre Clinic; Kriel Clinic; Mmamethake Clinic

Ehlanzeni District: Mashishing Clinic (2 posts); Lydenburg Gate Clinic; Kaapsehoop Clinic

REQUIREMENTS: Basic R425 qualification accredited with SANC in terms of Government Notice (Diploma/Degree in nursing) or equivalent qualification that allows registration
with SANC as a professional nurse plus Post-basic qualification registration with the SA Nursing Council as a Professional Nurse (PHC). Ability to read and write. Good interpersonal relations.

**DUTIES**

Provide comprehensive health care services in the facility. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient’s Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations.

**ENQUIRIES**

Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/77**  
DENTAL THERAPIST  
REF NO: MPDOH/MAY/18/19

**SALARY**  
R281 148 – 321 462 per annum OSD (depending on qualification and experience plus Rural Allowance)

**CENTRE**  
Ehlanzeni District: Barberton Hospital

**REQUIREMENTS**

Degree or diploma in Dental Therapy with a recognised university. Current Registration with the HPCSA. Expert knowledge of oral health care and ethics. A valid driver’s license.

**DUTIES**


**ENQUIRIES**

Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/78**  
SPEECH AND AUDIO THERAPIST  
REF NO: MPDOH/MAY/18/20 (3 POSTS)

**SALARY**  
R281 148 – 321 462 per annum OSD (depending on qualification and experience plus Rural Allowance)

**CENTRE**  
Ehlanzeni District: Shongwe Hospital; Rob Ferreira Hospital (2 posts)

**REQUIREMENTS**

A qualification that allows registration with the Health Professions Council of South Africa. SA Qualified employees - No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees - 1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver’s License.

**DUTIES**

Competent execution of speech and hearing procedures, co-ordinate the provision of clinical services. Assist in the development of speech and hearing department, including conducting research, assist in specified delegated areas, leadership, mentoring and supervisory role. Knowledge, skills and competency: Expert knowledge on clinical conditions of speech and hearing. Good communication and interpersonal relations, solving skills. Time management and good administrative skills, Knowledge of labour relations and disciplinary procedures, Computer literacy.

**ENQUIRIES**

Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/79**  
DIAGNOSTIC RADIOGRAPHER  
REF NO: MPDOH/MAY/18/21

**SALARY**  
R281 148 – 321 462 per annum OSD (depending on qualification and experience plus Rural Allowance)

**CENTRE**  
Nkangala District: Mmametlhake Hospital

**REQUIREMENTS**

National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy. SA Qualified employees-No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA.
Foreign Qualified employees - 1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver’s License.

**DUTIES**: Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Ensure safety health rules and regulations are adhered to.

**ENQUIRIES**: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/80**: CHIEF PERSONNEL OFFICER REF NO: MPDOH/MAY/18/22 (2 POSTS)

**SALARY**: R227 802 per annum [Level 08] plus benefits

**CENTRE**: Nkangala District: Nkangala District Office, Witbank
            Ehlanzeni District: Tonga Hospital

**REQUIREMENTS**: Degree or Diploma in Administration plus 5 years relevant experience in HRM. Grade 12 Certificate plus 10 years relevant experience. At least 3 years’ experience in the post of Personnel Practitioner/ Principal Personnel Officer. Knowledge: Experience in the sphere of general HRM, recruitment and service benefits matters. Computer Literacy; MS Word, MS Excel, MS Outlook, MS Power Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA problem solving. Display the following competencies: Good verbal and written communication, interpersonal relation skills. Ability to work under pressure and deliver.

**DUTIES**: Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations and retirements. Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid) Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits and leave payout. Create and maintain the complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards, Human Resource Policies and procedures. Manage Human Resources. Manage PMDS in the unit.

**ENQUIRIES**: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/81**: PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/MAY/18/26 (2 POSTS)

**SALARY**: R227 802 per annum [Level 07] plus benefits

**CENTRE**: Nkangala District: Bernice Samuel Hospital, Delmas
            Ehlanzeni District: Bongani Hospital

**REQUIREMENTS**: Degree or Diploma in Administration plus 3 years relevant experience in HRM. Grade 12 Certificate plus 7 years relevant experience. At least 2 years’ experience in the post of Personnel Practitioner/ Principal Personnel Officer. Knowledge: Experience in the sphere of general HRM, recruitment and service benefits matters. Computer Literacy; MS Word, MS Excel, MS Outlook, MS Power Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA problem solving. Display the following competencies: Good verbal and written communication, interpersonal relation skills. Ability to work under pressure and deliver.

**DUTIES**: Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations, retirements, Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid) Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits and leave payout. Create and maintain the complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards,
Manage PMDS in the unit.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/82**

**INFORMATION OFFICER REF NO: MPDOH/MAY/18/27**

**SALARY:** R226 611 per annum [Level 07] plus benefits

**CENTRE:** Mmamethlake Hospital (Nkangala District)

**REQUIREMENTS:** Degree / National Diploma in Information Management or equivalent qualification. Experience in Information Management. Knowledge in DHIS will be an added advantage. Experience in developing and maintaining Information Systems and databases. Ability to work independently and as part of a team. Valid driver’s license.

**DUTIES:** Establish and maintain appropriate systems, analytical tools and information systems. Coordinate the management of the NTSG and HPTD unit information systems and data bases. Adhering to timelines and generating and preparing reports as requested by all stakeholders. Ensure effective capturing of statistics for the NTSG and HPTD unit. Coordinate the collection, analysis and interpretation of data. Verifying correctness of data before submitting to the next level. Ensure timely preparation and presentation of reports for decision makers. Advice and report on performance indicators. Prepare reports develop and maintain information systems, policies, procedures and standards. Conduct Information management user-Awareness and training programs. Supervise and manage ward clerks Prepare various reports for the hospital and advice management of any trends practices and corrective actions where applicable.

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/83**

**ADMINISTRATIVE OFFICER: WAREHOUSE LOGISTIC REF NO: MPDOH/MAY/18/23**

**SALARY:** R226 611 per annum plus benefits

**CENTRE:** Gert Sibande District: Bethal Hospital

**REQUIREMENTS:** Senior Certificate with 3 years appropriate experience or Diploma/Degree in Administration or equivalent qualifications. A good understanding of the relevant business processes and warehouse principles and processes. Excellent administrative skills Computer literacy including SAP and MS Office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven .Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

**DUTIES:** Manage the entire office function effectively and efficiently including diary management; scheduling of meetings and workshops and booking of venues; minute taking; telephone answering; filing system etc. Record and distribute minutes and follow up on action items from meetings and workshops. Create reservations, requisitions and purchase orders on SAP. Capture monthly stock counts and reconcile and report on such. Ensure safekeeping of documents and information Coordinate duties of and ensure efficiency of the warehouse messenger in all his/her duties. Perform duties in a safe manner and ensure environmental, health and safety standards are adhered to at all times. Provide excellent customer service and communicate with customers regarding new specifications and stock levels. Compile accurate and relevant reports for the department. View and respond to ad-hoc queries on both internal and external queries. Handle any confidential correspondence and information in the division with care. Ensure adequate refreshment stock is kept available. Ensure compliance to departmental policies and procedures Competencies

ENQUIRIES: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/84**

**PHARMACIST ASSISTANT – POST BASIC GRADE 1 REF NO: MPDOH/MAY/18/25 (4 POSTS)**

**SALARY:** R183 381 – 206 574 per annum OSD (depending on qualification and experience plus Rural Allowance)

**CENTRE:** Nkangala District: Beatty Clinic; KwaMhlanga Hospital Ehlanzeni District: Shongwe Hospital; Tintswalo Hospital
**REQUIREMENTS**: Appropriate qualification as required by the training facility and the South African Pharmacy Council plus post-basic pharmacy qualification that allows registration as a Pharmacist Assistant. Very good reading and writing skills. Valid driver’s license.


**ENQUIRIES**: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

**POST 19/85**: STAFF NURSE GRADE 1 REF NO: MPDOH/MAY/18/28 (3 POSTS)

**SALARY**: R150 819 – R202 674 per annum OSD (depending on qualification and experience plus Rural Allowance)

**CENTRE**: Ehlanzeni District: Barberton TB Hospital; Tintswalo Hospital Nkangala District: KwaMhlanga Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse). Registration as an Enrolled Nurse with SANC. Good interpersonal skills. Good understanding of customer care. Knowledge and understanding of nursing legislation and related ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Knowledge of Batho Pele Principles, Patient’s Rights Charter and National Core Norms and Standard.

**DUTIES**: Render comprehensive care in the clinic according to scope of practice. Provide quality patient care. Participate in quality improvement programme. Must be able to prevent cross infection in PHC facility. Provide support to Professional Nurse in providing quality patient care.

**ENQUIRIES**: Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
### ANNEXURE J

**PROVINCIAL ADMINISTRATION: WESTERN CAPE**  
**DEPARTMENT OF AGRICULTURE**

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

**CLOSING DATE**: 28 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. The selection process will be guided by the EE targets of the employing 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 19/86**: LECTURER: AGRONOMY (VEGETABLE PRODUCTION): VEGETABLES AND AGRONOMY, REF NO: AGR 2018-20

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R281 418 per annum (Level 08)</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Department of Agriculture, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A 4-year BSc-Degree in Agronomy or applicable agricultural field with specialisation in Vegetable Production; A minimum of 3 years’ relevant experience in the subject field. Recommendations: A valid code B driving licence; Formal training and presentation experience. Competencies: Proven knowledge of vegetable production practices; Proven computer literacy in MS Office; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; High levels of assertiveness and professionalism; Leadership, planning and organising skills.</td>
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<tr>
<td>DUTIES</td>
<td>Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms B Abrahams at (021) 808 5480</td>
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**POST 19/87**: LECTURER: AGRONOMY (SMALL GRAINS): VEGETABLES AND AGRONOMY, REF NO: AGR 2018-21

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R281 418 per annum (Level 08)</th>
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<tr>
<td>CENTRE</td>
<td>Department of Agriculture, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>4-year B-Degree in Agronomy or applicable agricultural field, with specialization in Grain Production with a minimum of 3 years’ relevant experience in the subject field. Recommendations: A valid code B drivers licence. Competencies: Proven knowledge of grain production practices; Proven computer literacy in MS Office; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; High levels of assertiveness and professionalism; Leadership, planning and organising skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.</td>
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<td>Ms B Abrahams at (021) 808 5480</td>
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**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**: 28 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. The selection process will be guided by the EE targets of the employing 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 19/88**

**ASSISTANT DIRECTOR: ASSURANCE SERVICES, REF NO: CS 2018-13**

**SALARY**

R334 545 per annum (Level 09)

**CENTRE**

Department of Community Safety, Western Cape Government

**REQUIREMENTS**

A 3-year B-Degree or National Diploma with a minimum of 3 years’ relevant experience in an Internal Control and Governance environment.

Recommendations: A valid driving licence; A background in auditing; Working knowledge of financial norms and standards. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards; Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and practices of financial accounting; Internal control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Chart of Accounts; Risk Management frameworks; Government financial systems; Human Resource Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Evaluate the effectiveness of financial prescripts; Develop and review compliance monitoring tools; Perform managerial and supervisory tasks; Ensure the implementation of corrective measures and preventative controls with regards to Corporate Governance, Review and Outlook (CGRO); Manage and co-ordinate financial and non-financial responses for the department in respect of external auditors.

**ENQUIRIES**

Mr D Prinsloo at (021) 483 5587

**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 19/89**

**STOMATOLOGIST GRADE 1 TO 3**

Chief Directorate: Emergency and Clinical Support Services

**SALARY**

Grade 1: R991 857 per annum
Grade 2: R1 134 069 per annum
Grade 3: R1 316 136 per annum

(A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**

Oral Health Centres

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Dentist and an appropriate post basic Master’s degree in Maxillo Facial Radiology. Registration with a professional council: Registration with the HPCSA as Dentist. Experience: **Grade 1**: None after registration with the HPCSA as Dentist and after acquiring the appropriate Master’s degree in Maxillo Facial Radiology. **Grade 2**: Minimum of 5 years’ appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring the appropriate Master’s degree in Maxillo Facial Radiology. **Grade 3**: Minimum of 10 years appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring and the appropriate Masters degree in Maxillo Facial Radiology. Competencies (knowledge/skills): Registered as an Independent Practitioner by the HPCSA with postgraduate training and expertise in Maxillo Facial Radiology.

**DUTIES**

Related Administrative support to the Radiology Cluster. Planning, Organising and implementing of preclinical and clinical courses. Assessment of preclinical
and clinical work done by students and evaluation of attendance records of junior and senior students. Compilation and assessment of test and examinations and maintaining standards in student assignments. Available as a Consultant in a patient referral network in the Western Cape. Provide leadership in teaching and training and to utilise the platform for operational research in order to optimise service delivery with the efficient utilisation of state resources.

**ENQUIRIES**
Dr E Prince, Tel No: (021) 937-3196

**APPLICATIONS**
The Dean/Manager, Oral Health Centres, Private Bag X1, Tygerberg, 7505.

**FOR ATTENTION**
Ms N Jooste

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

**CLOSING DATE**
25 May 2018

**OTHER POSTS**

**POST 19/90**
**FACILITY MANAGER (PHC)**
Chief Directorate: Metro Health Services

**SALARY**
R657 558 per annum (A portion of the package can be structured according to the individual' personal needs).

**CENTRE**
District Six Community Day Centre

**REQUIREMENTS**

**DUTIES**
General and operational management of a Community Health Centre and related services in the drainage area. Strategic and operational planning and the implementation of operational plans. Sound Financial, Supply Chain and Human Resource Management, including Staff Performance System. Implement the prescribed package of services. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management. Quality assurance programmes.

**ENQUIRIES**
Ms L Appolis, Tel No: (021) 202-0883/0933

**APPLICATIONS**
The Director: Southern Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION**
Mr F Le Roux

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

**CLOSING DATE**
25 May 2018

**POST 19/91**
**OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**
Chief Directorate: Metro Health Services

**SALARY**
R499 953 (PN-B3) per annum

**CENTRE**
Victoria 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 Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. 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.

**DUTIES**

Responsible for planning, managing, coordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in Theatre. Effectively manage and utilise 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. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

Mr P Jeftha, Tel No: (021) 799-1125

**APPLICATIONS**

The Chief Executive Officer: Victoria Hospital Private Bag X2, Plumstead, 7801.

**FOR ATTENTION**

Ms Z Peter

**NOTE**

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

**CLOSING DATE**

25 May 2018

**POST 19/92**

OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION DEPARTMENT)

Chief Directorate: Metro Health Services

**SALARY**

R499 953 (PN-B3) per annum

**CENTRE**

Mitchell’s Plain District Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science, Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Ability and willingness to work shifts, which include after-hours hospital cover, weekends, public holidays and overtime should the need arise. Competencies (knowledge/skills): Skilled Nurse Clinician able to lead and manage the Operating Theatre and Central Sterilisation Departments. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Manage conflict, problem solving and decision-making skills. Ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and in a multi-disciplinary team context.

**DUTIES**

Clinical governance: Provide leadership, supervision and direction for the provision of safe and effective service delivery. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement; evaluate operating theatre practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical resources) Information management and utilisation of information technology – data collection and analysis. Service delivery: facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders. Liaise, network, customer care and negotiate with key customers.

**ENQUIRIES**

Ms A Brown, Tel No: (021) 377-4781

**APPLICATIONS**

The Chief Executive Officer: Mitchell’s Plain District Hospital, Private Bag X9, Mitchells Plain, 7789.

**FOR ATTENTION**

Ms C Johnson

**NOTE**

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

**CLOSING DATE**

01 June 2018
POST 19/93

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

SALARY: R499 953 (PN-B3) per annum

CENTRE: Clanwilliam Community Development Clinic

REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience 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 (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information management with regards to 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 and control over infrastructure, maintenance and security. Efficient and effective management of PHC facility and transport services. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES: Ms E Eygelaar, Tel No: (027) 482-2729

APPLICATIONS: To the Administrative Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION: Ms NW Smit

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

CLOSING DATE: 25 May 2018

POST 19/94

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)
Metro Health Services

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

CENTRE: Victoria 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 the duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Sciences Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of annual registration with the SANC (2018). Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work in Operating Theatre and Recovery room. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards
to emergency and non-emergency operating nursing, as well as day patient care.

**DUTIES**

Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.

**ENQUIRIES**

Mr P Jetha, Tel No (021) 799-1125

**APPLICATIONS**

To the Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

**FOR ATTENTION**

Ms Z Peter

**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**

25 May 2018

**POST 19/95**

PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: SCHOOL HEALTH AND WELLNESS)

Overberg District

**SALARY**

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

**CENTRE**

Overberg District Office (Theewaterskloof 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as a professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 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) drivers licence. Willingness to travel to school/s/ health care institutions. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Experience of working with learners or youth. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet.

**DUTIES**

Provide clinical screening school health services to learners with parental consent in schools (Include: special schools) and support the school health team and the teacher/Department of Education as part of the team within the school environment to ensure implementation of ISHP: Plan, participate, implement and evaluate Health Promotion and Prevention initiatives in the school learner community. Conduct health education to the school community and monitor referrals/ feedback of learners to the facility. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays and link with community structures working with youth. Participate in campaigns; HPV and Measles and others as identified by the district/ sub-district. Collect data and submit weekly and monthly reports. Link with structures such as CBS and COPC.

**ENQUIRIES**

Ms N Peton. Tel No: (028) 212-1070

**APPLICATIONS**

To the District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION
NOTE: Ms A Brits

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
01 June 2018

POST 19/96
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)
West Coast District

SALARY: R152 862 per annum
CENTRE: Matzikama and Sederberg PHC
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS & Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform paid overtime when required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the compilation of financial statements and disclosure notes. Problem solving abilities and analytical thinking. Computer literacy (MS Office: Word, Excel, Outlook (e-mail) and LOGIS).

DUTIES: Maintain a credible and effective asset register and assist with monthly, IFS and AFS reporting. Perform monthly BAS and LOGIS reconciliations and manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage demand, procurement assets, disposals and the Equipment Procurement Plan and advertise, award and manage contracts and tenders.

ENQUIRIES: Ms C Davids Tel No: (027) 213-2039
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs

POST 19/97
ADMINISTRATION CLERK: ADMISSIONS (2 POSTS)
Chief Directorate: Metro Health Services

SALARY: R152 862 per annum
CENTRE: Khayelitsha Community Health Centre
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate admissions experience. Inherent requirement of the Job: Willingness to work night shift and extended hours. Competencies (knowledge/skills): Sound interpersonal and organising skills. Computer literacy (Ms Word and Excel). Experience in operating PHCIS/Clinicom systems. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.


ENQUIRIES: Mr D Binza, Tel No: (021) 360-5200
APPLICATIONS: The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION: Ms Z Willie
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018

POST 19/98 : HANDYMAN (ELECTRICAL)

SALARY : R127 851 per annum
CENTRE : Groote Schuur Hospital, Observatory
DUTIES : Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.
ENQUIRIES : Mr AK Mgodo/Mr C Wakefield, Tel No: (021) 404-6314/6210
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 01 June 2018

POST 19/99 : CLEANER
Overberg District

SALARY : R83 766 per annum
CENTRE : Otto Du Plessis hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a health facility and Hospital environment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse or waste products and adherence to policy and cleaning practices. Excellent communication skills (read/write/speak) in at least two of the three official languages in the Western Cape.
DUTIES : General cleaning and maintenance (sweep, refuse removal, dust, mop, scrub, polish with a polisher, clean hospital grounds, clean windows, walls and equipment or machines, sort and provision of hospital linen, where needed). Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain high standard of neatness and hygiene in the facility. Optimal support to Housekeeper and colleagues.
ENQUIRIES : Mr DW Brecht, Tel No: (028) 424-2652
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 June 2018

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 28 May 2018
NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing
generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 19/100** : DIRECTOR - SPECIALISED SUPPORT, REF NO: LG 2018-26  
**SALARY** : All-inclusive salary package of R948 174 – R1 116 918 per annum (Level 13). The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : A relevant undergraduate qualification (NQF 7 as recognised by SAQA); A minimum of 5 years’ middle/senior management experience; A valid driver’s licence. Recommendations: A law degree is a preference; and Knowledge of the Constitution and local government legislation. Competencies: Thorough knowledge of the application of the Constitution and legislation pertaining to local government; Proven experience in the interpretation of the law; Ability to conceptualise new legislation with regard to local government; Understanding the role of Provinces as it relates to Municipalities; and Strategically and politically astute.  
**DUTIES** : To facilitate, manage and provide specialised support to municipalities; Manage the provision of formal and informal intervention support if institutional and governance deficiencies at municipalities occur; Manage the provision of informal interventative financial support to municipalities with financial problems; To assist Provincial Treasury with mandatory interventions; Manage interventions at municipalities in terms of the MFMA (Discretionary); Manage interventions at municipalities in terms of section 139 of the constitution; Ensure effective management of human resources, financial resources and risks; and Give effect to the Western Cape Monitoring and Support Act.  
**ENQUIRIES** : Mr GW Paulse at (021) 483 4999  

**OTHER POSTS**

**POST 19/101** : DEPUTY DIRECTOR: MUNICIPAL ICT POLICY AND STRATEGY, REF NO: LG 2018-23  
**SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Relevant 3-year National Diploma/B-degree in Information Systems with a minimum of 6 years’ relevant experience in the IT sector and 3 years management experience; A valid code B driving licence. Recommendations: Experience in the Development of Business Requirement Specifications; Experience in developing and implementing Municipal ICT Capacity Building Initiatives; Experience in human resources; financial resources and enterprise risk management. Competencies: Working knowledge of various ICT Governance Frameworks and Policy Legislation applicable to the public service; Knowledge of the following: Development of Business Requirements Specification; Business case development; Business process modelling and mapping tools and techniques; Compiling test plans and systems testing; Development of knowledge and information systems; Business knowledge and practices; Organisational; Business analysis techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.  
**DUTIES** : Empower and capacitate the municipal ICT manager regarding the following: Strategic leadership and management of ICT; Alignment of the ICT strategic plan with municipal IDP and Strategic Goals; Policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by Management; Provide advice and capacitate municipal role players in terms of the implementation of national and provincial ICT capacity building and management initiatives; Ensure the alignment of the business and strategic planning; Manage the provision of technical support and capacity building to municipalities in the development and maintenance of Knowledge and Information Management Systems; Support municipalities to address audit findings; Support municipalities to be compliant with PAA; Management of the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives; Plan and manage the
component’s budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES**
Ms E Barnard at (021) 483 4039

**POST 19/102**
**ICT RESEARCH AND DEVELOPMENT SPECIALIST: MUNICIPAL ICT POLICY AND STRATEGY, REF NO: LG 2018-24**

**SALARY**
R334 545 per annum (Level 09)

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

**REQUIREMENTS**
A relevant 3-year B-Degree in Information Systems/Technology/Software Engineering/Computer Science with a minimum of 6 years’ experience in the ICT technical related environment. Recommendations: A relevant Honours Degree; Experience in analyzing ICT environments; professional registration/certification or member of the International Institute of Business Analysis (IIBA); Training in ICT Governance and policy. Competencies: Knowledge of the following: Scientific research methodologies; Research, sampling and interview procedures and techniques; Statistics and probability; Dissemination techniques and methods; Quantitative and qualitative research procedures and techniques; Strong interpersonal skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Perform research activities for the development of an ICT Governance Framework for municipalities; Assist in providing technical input into the development of an ICT Governance Capability Maturity Model/Matrix for municipalities; Assist municipalities in assessment of its ICT environment through a technical analysis; Assess the ICT governance maturity of municipalities; Assess and report on the ICT competency level of municipalities.

**ENQUIRIES**
Ms E Barnard at (021) 483 6126

**POST 19/103**
**MUNICIPAL E-GOV SUPPORT ANALYST SOFTWARE: MUNICIPAL ICT SUPPORT AND CAPACITY, REF NO: LG 2018-25**

**SALARY**
R334 545 per annum (Level 09)

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

**REQUIREMENTS**
A 3-year B-Degree in information System/Technology/Software Engineering/Computer Science or equivalent qualification at with a minimum of 6 years’ experience in the ICT sector in a related technical environment. Recommendations: Working knowledge and understanding of Local Government ICT environment; Professional registration/certification or member of the International Institute of Business Analysis (IIBA). Competencies: Knowledge of the following: Software/Busin

**DUTIES**
Provide technical support, capacity build and advise municipalities regarding determining software operational feasibility; Preparation of business requirement specification in line with information system requirements of municipalities; Provide advice for the Integration of software components; Advise with the documentation and maintenance of software functionality requirements; Assistance with ensuring data governance and information confidentiality in the development of software; Assistance in the development of software and operating manuals; Provide inputs for changes in IT software policies and procedures; Assist in managing the component’s budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES**
Ms E Barnard at (021) 483 6126

**POST 19/104**
**ADMINISTRATIVE OFFICER: MUNICIPAL ICT SUPPORT AND CAPACITY BUILDING, REF NO: LG 2018-22**

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

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

**REQUIREMENTS**
An appropriate National Diploma/ B-Degree with a minimum of 1 year relevant experience. Recommendations: None. Competencies: Knowledge of the
following: Modern systems of governance and administration; Meeting protocol; Understanding of the relevant legislation/policies/prescripts and procedures; Proven computer literacy; Communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Planning and organising skills; Minute taking skills.

**DUTIES**

- Provide a secretariat service to the various IGR structures (National, Provincial and Local ICT Steering Committees); Manage meetings; Prepare and submit meeting reports; Provide an information and project administration service;
- Capture, collate and report on management information; Ensure quality and completeness of all documentation on the project system; Provide general administrative services; Manage document flow; Liaise and support with regards to all aspects of Supply Chain Management and Asset Management;
- Support Manager regarding record-keeping and work-flow of HR matters.

**ENQUIRIES**

Ms Z Mtyoko at (021) 483 3565

**APPLICATIONS**

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

**CLOSING DATE**

28 May 2018

**NOTE**

Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 19/105**

CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE

**SALARY**

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

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

- NQF level 8 qualification (Bachelors Honours Degree); Valid driver's license, or alternative mode of transport for people with disabilities. Recommendations: Note: The incumbent of this post will be required to travel extensively and frequently; Good working knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and applicable Regulations; and Municipal Minimum Competence Certificate. Competencies: Strong conceptual and formulation skills; Strategic leadership skills; Excellent communication skills; Outstanding planning and organising skills; and People management skills.

**DUTIES**

- Implement and coordinate Provincial Treasury's responsibilities contained in the MFMA; Manage the IYM process of municipalities and check and make proposals to direct revenue and expenditure; Monitor, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation; Monitor the municipal adjustment budget process in terms of policy parameters and legislation; Advise on the establishment of municipal entities; Advise on the technical facets and realization of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the Integrated Development Plans, SDBIP's and link this to the Provincial Growth and Development Strategy; and Strategic management of the Chief Directorate

**ENQUIRIES**

Mr H Malila (021 483 6673)

**POST 19/106**

DIRECTOR - STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (PT 2018 - 21)

**SALARY**

All-inclusive salary package of R948 174 – R1 116 918 per annum

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

- An appropriate B Degree (NQf 7); 5 years middle management experience; and A valid driver's license, or alternative mode of transport for people with
disabilities. Recommendations: Knowledge of the Public Service Act, its regulations and applicable policies and prescripts; and People Management related knowledge and/ or qualification would be an added advantage. Competencies: Good corporate governance norms and standards; Knowledge of the provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Strategic Management and Leadership; Excellent communication skills verbal and written; and Presentation skills.

**DUTIES**

Provide a strategic coordination service for the department; Monitor and evaluate departmental performance; Ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement; Render communication services to the department; Render a support service to the HoD; and Strategic, Human Resource and Finance Management of the Directorate.

**ENQUIRIES**

Mr Z Hoosain (021) 483 3749

**OTHER POST**

**POST 19/107**

PROCUREMENT SPECIALIST: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO: PT 2018-14

**SALARY**

R334 545 per annum (Level 09)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

A relevant 3-year B-Degree/National Diploma with a minimum of 3 years' experience in Supply Chain Management/ Finance which must be within the functional areas advertised. Recommendations: Proven experience in the following: Devising commodity strategies, strategic sourcing and traversal contracting’ Contract management; Supplier development initiatives or training programmes; Experience and understanding of the South African marketplace; Experience in vendor management and supplier development; Experience in providing advice, guidance, support on implementation of Supply Chain Management and Asset Management policy norms and standards; A valid driver’s licence. Competencies: Proven knowledge of the following: Public sector SCM legislation and policy frameworks; Policy analysis and research by utilising different research methodologies; Vendor management and supplier development; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Strategically review and analyse departmental SCM policy against the requisite legislation and policy frameworks for improvements and efficiency gains from a process and governance context; Monitor, evaluate and provide strategic direction to departments in respect of procurement planning; Analysis and development of commodity sourcing strategies and improvements for the province; Develop and implement strategies for transversal term contracts that impacts on leveraged buying power, economies of scale and effectiveness and efficiencies; Provide procurement support, assistance and guidance and training to provincial departments and current and potential suppliers of goods, services and works.

**ENQUIRIES**

Ms T Rakiep at (021) 483 4720

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**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**

28 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. The selection process will be guided by the EE targets of the employing 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 19/108: DEPUTY DIRECTOR: BONNYTOUN: MANAGEMENT, REF NO: DSD 2018-52

SALARY: All-inclusive salary of R657 558 per annum (Level 11)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A 3-year B-degree/ National Diploma with a minimum of 3 years’ management experience; A valid (code B) drivers licence. Recommendations: None. Competencies: Knowledge of the following: Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Effective service delivery in terms of National, Provincial frameworks and international accords/models of residential care and standard operating procedures; Ensuring efficient, economic and effective use of appropriated funds and physical resources; Effective management of Human Resource; Operational management of the facility.
ENQUIRIES: Ms L Goosen at (021) 202 9251

POST 19/109: ADMINISTRATION OFFICER: SPECIAL PROGRAMMES, REF NO: DSD 2018-55

SALARY: R226 611 per annum (Level 07)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A relevant 3-year National Diploma/B-degree with a minimum of 1 year relevant experience. Recommendations: None. Competencies: Knowledge of the following: General office administration; Government systems e.g. BAS and LOGIS; Basic financial background; Constitutional, legal and institutional arrangement governing in South Africa public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
DUTIES: Provide effective office administration and management support services to the component; Assist and provide budget support to the component; Maintain and assist with the implementation of the component's monitoring and evaluation system; Assist with the assessment, planning, implementation and evaluation of support services to funded programme and/or projects.
ENQUIRIES: Mr D Cowley at (021) 483 6296

POST 19/110: ADMINISTRATIVE SUPPORT OFFICER: OLDER PERSONS, REF NO: DSD 2018-56

SALARY: R226 611 per annum (Level 07)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A relevant 3-year National Diploma/B-Degree with a minimum of 3 years’ relevant experience. Recommendations: Excellent telephone etiquette, planning, organising and report writing experience; Ability to do research and analyse documentation. Competencies: Excellent knowledge and application of computer systems; Knowledge of policies, prescripts, regulations and procedures in relation to administration and financial management; procurement processes, understanding of functioning, systems and processes of government; Knowledge of Provisioning Administration; Financial prescripts; Treasury instructions; Communication (written and verbal) in at least two of the official languages of the Western Cape; The ability to communicate with people at all levels and from all backgrounds; Proven computer literacy; Problem solving and supervision skills; Ability to perform routine tasks; Interpersonal skills; Be able to work under pressure and independently.
DUTIES: Ensure sound logistical support to the Director-General (DG); Ensure sound financial and administrative management of the Directorate: DG Support; Provide secretarial function to the DG; Provide support to the DG in his daily obligations as the Executive Authority.
ENQUIRIES: Ms D Fortuin at (021) 483 3992
**POST 19/111**

**ADMINISTRATION CLERK: FUNDING, REF NO: DSD 2018-54**

**SALARY**: R152 862 per annum (Level 05)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Senior Certificate (Grade 12) or equivalent qualification with passed subjects in Mathematics and/or Accounting. Recommendations: 1-year work experience. Competencies: Knowledge of the following: Policy of financial awards, PFMA and relevant policies and regulations applicable to the Social Welfare Environment, dealing with funding conditions to social service providers partnerships; Modern systems of governance and administration; Departmental operations; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Provide administrative support during the payment process of social service partnerships; Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Validate and prepare payments for processing; Keep and maintain proper systems to assess all payment files of social service provider partnerships; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of processed transactions; Provide administrative support in relation to the monitoring of submitted financial statements, the evaluation thereof and performing conjugated calculations.

**ENQUIRIES**: Ms C Khatieb at (021) 483 3538

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**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

**CLOSING DATE**: 28 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. The selection process will be guided by the EE targets of the employing 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 19/112**

**ADMINISTRATIVE OFFICER: E NATIS CLIENT SERVICES, REF NO: TPW 2018-74**

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

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

**REQUIREMENTS**: Senior Certificate (Grade 12) with a minimum of 6 years’ appropriate administrative experience. Recommendations: Analysis and processing of financial information; Relevant NaTIS experience; Citizen Service Orientation; Experience in rendering direct services to the public; A valid code 8 driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act of 1996); National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Problem-solving and decision making skills.

**DUTIES**: Verification and capturing of centralized NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Verification and capturing of centralized NaTIS driving licence testing transactions; Process applications for write-off of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and de-registration certificate authorisations i.r.o motor vehicles and the issuing of information to other government departments; Verification and capturing of centralized NaTIS vehicle testing transactions.

**ENQUIRIES**: Mr B Ellie at (021) 483 2828

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POST 19/113 : PROJECT ADMINISTRATOR: HEALTH INFRASTRUCTURE, REF NO: TPW 2018-66

SALARY : R226 611 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) with a minimum of 6 years’ relevant experience. Recommendations: None Competencies: Knowledge of project management; Principles and processes for providing support; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Timeous and accurate registration of all project information (including financial) on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments, and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist with Project/Programme Manager to implement new processes and procedures; Work closely with line and project and programme managers to provide project administration support throughout the project lifecycle.

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

POST 19/114 : ROAD WORKER SUPERVISOR: ROAD MAINTENANCE, REF NO: TPW 2018-77 (04 POSTS)

SALARY : R124 851 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10) with a minimum of 3 years’ relevant experience; A valid code EC1 drivers licence with a professional drivers permit (PDP). Recommendations: Experience in operating minor construction machines; Experience in civil activities. Competencies: Working knowledge of road maintenance, concrete works, safety standards/ road safety; Communication skills in at least two of the official languages of the Western Cape; Supervision skills; Conflict and Diversity Management; Good sense of interpretation skills.

DUTIES : Repair and maintain roads, ground shoulders and waterways; Operate and maintain plant/equipment to be used for road maintenance; Standards and procedures; Ensure the safety of safe working environment; Supervise road workers; Enforce discipline; Handle emergency situations; Evaluate personnel according to standard procedures; Willing to travel; and stay over when required.

ENQUIRIES : Mr N Mitchell at (021) 863 2020

APPLICATIONS : If you want to hand deliver the application, please use the following address: Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, or you may post it to the following postal address: Maverick Trading, PO Box 31120, Grassy Park, 7941.

FOR ATTENTION : Cecil Van Reenen
NOTE : Applicants from relevant local communities will receive preference. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.