PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2018
DATE ISSUED: 18 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:

GAUTENG: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the post of Senior Administrative Officer with Ref No: SD/2018/04/08 advertised in vacancy circular 18 dated 04 May 2018, has been withdrawn.

EASTERN CAPE: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the post of Social Work Manager: NPO GR1 with Ref No: DSD 10/05/2018 advertised in vacancy circular 18 dated 04 May 2018; was erroneously advertised with salary scale of R657 558, the correct salary scale is R712 827 per annum. Kindly note that the following posts namely: Chief Director: Strategic Management and Development (Ref: DSD 02/05/2018); Director: Organizational Development and Service Delivery Improvement (Ref: DSD 04/05/2018); Director: Monitoring And Evaluation (Ref: DSD 06/05/2018); Deputy Director: Recruitment & Staff Provisioning (Ref: DSD 09/05/2018) advertised in vacancy circular 18 dated 04 May 2018?; they have been withdrawn.
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ANNEXURE A

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

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

CLOSING DATE
01 June 2018

NOTE
Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POST

POST 20/01
SENIOR ADMINISTRATIVE CLERK

REF NO: CSP/04/2018

SALARY
R152 862 per annum

CENTRE
Pretoria

REQUIREMENTS
Senior Certificate. A minimum of 1 to 2 years’ experience in Office Management and Administration. Technical Competencies: Office Management and Administration, Secretarial functions and Office Administrative systems. Valid Driver’s license. Due to job inherent requirements of the post, shortlisted candidates will be subjected to driving skills test. Good communication (written and verbal), Interpersonal, Administrative, Organizational and computer skills (MS Word, MS Excel, PowerPoint), Ability to work independently and under pressure.

DUTIES
Provide administration support in the office of the Secretary. Execute daily office record keeping. Accurate filling of all correspondence on the daily basis and ensure there’s no filling backlog. Assist with the execution of the functions attached to the registry and responsible for efficient running of the registry in the Office of the Secretary. Open post and parcels. Open and close files, order stationery, receiving and dispatching of the documents/correspondence. Provide driver’s services when requested to deliver and collect urgent documents/submissions when required by the Secretary. Prepared to provide assistance when required during after-hours and assist with some of the duties of the PA when absent or on leave.

ENQUIRIES
Mr S Matsapola / Ms N Sefiti, Tel No: (012) 393 4359/2500

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

The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION

Mr. D Mbhokota/ Mr. T Kekana

CLOSING DATE

01 June 2018

NOTE

Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POST

POST 20/02

ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS MANAGEMENT

SALARY

R334 545 per annum (Level 09)

CENTRE

Pretoria

REQUIREMENTS

A Degree / National Diploma in Labour Relations with a minimum of 3 years administrative in employee relations environment PLUS the following key competencies: Knowledge of Departmental Policies, Codes, Practices and Programmes, Labour Relations Act, 1995 and other applicable legislation, Knowledge of PSCBC / GPSSBC Resolutions, Knowledge of applicable policies to the Labour Relations environment, Knowledge of Public Service Regulations, Knowledge of PFMA and Treasury Regulations, Knowledge of Resolution 1 of 2003 and Resolution 14 of 2002 Thinking Demand: Dispute Resolution, Investigation procedures, Conflict Resolution (between Managers/Supervisors and their subordinates), Information evaluation and decision making, Skills: Leadership skills, Negotiation and Bargaining skills, Active listening skills, Policy Development and ability to interpret and apply policies correctly, Facilitation skills, Presentation/training skills, Communication skills (verbal and written), Personal Attributes: Innovative thinker, Team orientation (receptive to ideas and suggestions), Ability to listen to any complaint and provide idealistic solutions thereto, Good communicator (ability to communicate with all employees at all levels), Computer Literate. Recommendation: The position requires frequent travelling around the country and working long hours.

DUTIES

Monitor and evaluate the implementation of and compliance with collective agreements as well as agreements reached with trade unions within the department, Ensure/draft information memos of the resolutions and decisions taken by collective bargaining forum to employees, Handle General Public Service Sectorial Bargaining Council (GPSSBC) and Commission for Conciliation, Mediation and Arbitration (CCMA) disputes for conciliation or arbitration purposes, Coordinate the arrangement of the Departmental Bargaining Chamber (DBC) as well as multilateral meetings and represent the Department in the DBC, Handle grievances and misconduct cases as well as incapacity investigations for poor work performances and ill-health in line with applicable PSCBC Resolutions, policies and procedures, Develop, implement and maintain policies (including workshops, capacity building programmes and training) on employment relations and collective bargaining matters and ensure compliance thereof, Facilitate conflict resolution meetings and
advise on employee relations and collective bargaining related matters. Provide managerial activities, monitor and ensure proper utilization and maintenance of equipment; evaluate and monitor performance appraisal of subordinates, ensure capacity building and training of subordinates, develop job descriptions for subordinates, implement workplace discipline, ensure effective management of subordinate’s leaves, allocate work to subordinates; provide monthly and quarterly reports sufficient/aligned to the Business Plan/APP/Strat Plan, provide inputs to annual spending plans aligned to business plan for the coming year, perform a stakeholder analysis for the component and identifying their needs-incorporating them in the business planning process, develop/review internal work processes (SOP’s) and provide inputs on the development/review of business plans with clear roles and responsibilities assigned with the resource requirements identified.

ENQUIRIES

Mr E Ndou Tel No: (012) 406 7430
ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS forwarded for the Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 Or hand-deliver to: 14th Loop Street, Cape Town

FOR ATTENTION Human Resource Management

CLOSING DATE 05 June 2018

NOTE Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

OTHER POST

POST 20/03 PRODUCTION SCIENTIST GRADE A: SEABIRD RESEARCH REF NO: (OC 39/2018)

SALARY R549 639 (All inclusive remuneration package, conditions apply)

CENTRE Cape Town

REQUIREMENTS An appropriate, recognized Honours degree in natural sciences (Zoology) with emphasis on Marine Top Predators including seabirds plus 3 years post qualification scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. Sound knowledge of seabird biology, behaviour and ecology including population ecology. Ability to independently undertake research (including at sea and in the field often for sustained periods) aimed at advising on the conservation, utilisation and management of marine top predators in South Africa (including at the Prince Edward Islands). Ability to supervise technical staff, provide mentorship and implement staff capacity building and training programmes. Proficiency in various software packages and mathematical modelling is needed, as well as good interpersonal skills for work on field teams. Excellent data management skills and experience in the analysis of large and complex animal-tracking and capture-mark-recapture datasets, and a record of publication in peer-reviewed journals will be an added advantage. The successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951).

DUTIES Conduct scientific and provide technical support with regards to field trip planning, data collection, process and analyses samples, manage data input and maintain databases. Generate and analyse data and produce technical reports and scientific publications. The incumbent will also be required to offer assistance within the Top Predator research program. Participate in working groups and scientific fora. Manage research activities and review proposed scientific projects and publications. Develop collaborations with other research institutions. Give advice on issues related to seabird biology and conservation and marine ecotourism development. Participate on national, regional and international research levels. Participate in capacity building and training programmes and transfer skills to and mentor junior staff and students with an emphasis on support of transformation objectives.

ENQUIRIES Dr AB Makhado Tel No: (021 819 5021) / Mr H Oosthuizen Tel No: (021 819 5008)
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 01 June 2018

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 20/04: DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) (FIVE-YEAR RENEWABLE CONTRACT)

SALARY: All-inclusive salary package of R1 782 687 per annum of which 30% may be structured according to the individual’s needs

CENTRE: Pretoria

REQUIREMENTS: Qualifications: A degree and post graduate degree (NQF level 8) as recognised by SAQA. Experience: 8-10 years at senior management level of which at least three (3) years’ experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Skills: Excellent written and verbal communication skills and the ability to interact with people at all levels. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and creative thinking, computer literacy. Job Knowledge: Extensive knowledge of the South African communications landscape. An understanding of government communication discipline. An in-depth knowledge and understanding of government policies and programmes. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

DUTIES: Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Serve as a spokesperson of Cabinet and government. Provide leadership in the development of generic communication strategies across government’s national departments. Ensure integration, coherence and standard performance of communication within national government and across all spheres of government. Ensure the implementation of development communication. Enhance government’s communication platforms, products and services in order to grow the voice of government. Lead the media bulk buying strategy of government and realise the intended savings. Oversee the function of GCIS and act as the Accounting Officer.
Provide effective and timely support to the Minister and Deputy Minister, including participation in the Forum of South African Directors-General Cluster’s work.

**ENQUIRIES**: Mr Keitumetse Semakane, Tel No: 012 473 0128/ 0796961826

**NOTE**: The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.

**OTHER POST**

**POST 20/05**: SENIOR SECRETARY
Directorate: Free State Provincial Liaison

**SALARY**: Commencing Salary R183 558 per annum

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Applicants must be in possession of National Diploma in Office Management, Secretarial studies or equivalent qualification plus two years’ secretarial experience. Skills: Good communication skills, ability to manage and plan the Provincial Director’s diary, advanced minute taking skills during staff meetings, general office administration, advanced development of action plans and advanced computer literacy skill (Excel, PowerPoint and Ms Outlook). Competencies: Ability to work independently and without close supervision and ability to work under pressure. The incumbent should be creative, innovative, flexible and highly motivated individual. Should also have some level of understanding of project management and coordination. Job knowledge: High degree of etiquette, working with a team, effective report writing, compilation and collation of information from key clients, including district-based Regional Communication Coordinators and Senior Communication Officers. Credible and proven experience in the secretarial and administrative function of an organization.

**DUTIES**: Provide secretarial /reception support to the Provincial Office. Administer and support the overall functions of the directorate. Management of the Information Resource Centre and organizing regular outreach activities and distribution of government information products. Provide logistical support to the Provincial Director’s stakeholder meetings. Ensure record management in the provincial office assisting the Administrative Officer. Managing the internal filing system according to the GCIS file approved plan. Providing general secretarial and administrative management of the office

**ENQUIRIES**: Ms L Sehlabaka. Tel No: (051) 448 4504
APPLICATIONS

Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

FOR ATTENTION

Ms Felicia Mahlaba – Recruitment

CLOSING DATE

04 June 2018, 12H00 No late applications will be considered

NOTE

Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details); original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of:

It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

POST 20/06

BUSINESS CONTINUITY SPECIALIST REF NO: (BCS/SP/2018/05 – 1C)

SALARY

R657 558 - R774 576 per annum (All-Inclusive package) 12 month-contract

CENTRE

Pretoria Office

REQUIREMENTS


**DUTIES**

The purpose of the Business Continuity Specialist is to develop, maintain and manage the business continuity program and lifecycle in GPAA. Determine and develop a business continuity plan and implementation strategy. Assist the department in enhancing, formalizing and standardizing the business continuity planning process by identifying and selecting BC strategies per business unit. Determining and selecting tactical responses from the available options. Consolidate resource levels at DR centres. Recommend recovery strategies and options and assist with the implementation of recovery solutions. Coordinate development of business unit schedules for annual business continuity documentation maintenance and update, exercises and independent review and validation. Develop an incident management plan and support structure (strategies, tactical, operational). Execute the plans. Maintain and review the BC plan. Audit management. Incident Management: Record and manage GPAA continuity incidents. Report and logging incident history. Incident Analysis. Risk mitigation. Facilitate BCM Programme Management: Assign responsibilities to stakeholders. Implement BCM in GPAA. Project and sub project planning, scoping and management. Analyze critical business process and report on implications on business program. Conduct presentations and BCM awareness Workshops. Present feedback and monthly reports at BC committee meetings. Liaise with internal audit on BC matters concerning audits done at business units. Participate in business unit and development planning meetings and activities. Facilitate timely identification, escalation, resolution and follow-up for all outstanding issues. Business Continuity Committees: Secretariat for the BC Committees. Member of the Business recovery committee. Member of the Systems recovery committee. Member of the SHERQ committee. Develop and maintain a corporate wide business continuity program: Design the process for the organisational analysis. Develop the GPAA BCM programme scope taking assumptions and BCP concepts into account. Liaise and give feedback to the business continuity committee. Liaise with business units regarding the identification of the own BC plans. Work closely with ICT to develop/maintain disaster recovery plan for critical systems and applications. Evaluate threats through risk management. Ensure that internal recovery sites are updated functioning properly linked to recovery point and recovery time objectives. Develop and maintain the business continuity corporate website. Coordinate business continuity plan exercise. Report the business continuity status of business units to senior management. Develop and maintain BCM documentation and filling system according to national archives template.

**ENQUIRIES**

Ms Felicia Mahlaba  Tel No: 012 319 1455

**NOTE**

A position of Business Continuity Specialist is currently available at the Government Pensions Administration Agency. This position will be filled on a 12 months contract.
ANNEXURE F

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

FOR ATTENTION: Ms M Mbokane, Human Resources, Tel No: 012 748 6296

CLOSING DATE: 01 June 2018

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service Department) 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 Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 20/07: CHIEF EXECUTIVE OFFICER: GPW; REF NO: (GPW 18/29) (5 YEAR CONTRACT APPOINTMENT)

(This is a RE-Advertisement; candidates who previously applied and are still interested are required to apply)

SALARY: An all-inclusive salary package of R1 782 687-R2 008 200 per annum (Level 16) (subject to applicable rules), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary, non-pensionable Head of Department allowance - 10% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) or equivalent qualification, recognized by SAQA; coupled with 8 to 10 years' experience at a senior managerial level, of which at least three (3) years’ experience must be within any organ of State as defined in the Constitution, Act 108 of 1996, Recognition of Prior Learning will be considered, The candidate envisaged for appointment has extensive knowledge of the PFMA and Treasury Regulations, A good understanding of the printing industry within a security environment, a strong understanding of corporate governance and the entire legislative and regulatory framework applicable thereto, The incumbent will be a strong leader with excellent verbal and written communication skills, as well as a strong business acumen, Au fait in strategic capability and leadership, service delivery innovation, client orientation and customer care, problem solving and analysis and financial management, A valid driver's license and willingness to travel extensively and work extended hours is required.

DUTIES: The successful candidate will be responsible for leading the Government Printing Works in setting a clear and compelling service-vision, which translates into the
effective achievement of its strategic mandate, Foster partnerships with relevant stakeholders (internally and externally), thereby optimizing the Department’s contribution to the achievement of the National Development Plan, Ensure compliance with national and appropriate internationally regulations, Ensure continuous improvement in the quality and value of services rendered by the Department, Establish and Maintain an organizational structure which supports the accomplishment of operational and strategic goals, Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King3 principles, and ensure effective resource management.

ENQUIRIES

: Mr JJ Rossouw Tel No: (012) 748-6265
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS: Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE: 01 June 2018 at 12h00

NOTE: Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

POST 20/08: DIRECTOR: STRATEGIC PARTNERSHIPS (GTAC) REF NO: G004/2018 (X1 POST)

Term: Permanent

SALARY: R948,174 – R1 116 918 per annum (All-inclusive Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: To be considered for this position, the applicant must have a completed a graduate degree or related qualification Business Administration, International Relations, Economics, or related field. At least 7 - 10 years’ experience in Strategic Relations and/or Capacity Development, at least three (3) years at a management level. Experience in the Public Service or international donor environment will be a distinct advantage. Ability to demonstrate, through work experience, innovative approaches to developing relationships and/or managing agreements and/or building capacity. Knowledge and use of communications technology - including web-based communications platforms. Excellent interpersonal communication skills. Understanding of how to manage legislative priorities within the he Public Sector and international donor environment is critical as are excellent report writing skills.

DUTIES: Manage the development and implementation of the Strategic Relations and Capacity Building plan and budget. Manage the development of the strategic partnerships and capacity building frameworks including: engagement guidelines for partnership agreements and monitoring, evaluation and reporting processes and schedules and the annual programme, approaches and budget requirements. Manage the performance and quality assurance of the public economics capacity building (PECB) programme, and make recommendations for reviews and refinements. Support compliance audits and implement recommendations as required for strategic partnerships and PECB programmes and develop monthly reports on programme deliverables, impact and learnings, and coordinate donor funds utilisation with GTAC finance. Manage the identification and establishment of relationships and engagements with public economics capacity building stakeholders including: GTAC and national, provincial and local Treasuries, and other relevant academic and research institutions, and coordination with the Economies of Regions Learning Network (ERLN) Communities of practice (local, regional and international) and PECB programme donors (local and international). Manage the development and implementation of communication plans with PECB programme members and partners. Manage the development and maintenance of the PECB stakeholder database and communication systems. Manage the development of information and communications materials for the PECB programme on relevant websites (including GTAC’s website) in collaboration with the KM team. Manage negotiations and finalisation of agreements for the: funding of PECB programmes, delivery of technical support and advisory services and
management of a Regional strengthening initiative within the strategic partnership space. Manage the development, lodging and communication of stakeholder agreements and deliverables. Manage the administration and implementation of Advisory Group and Steering Committee meetings. Manage the development, planning, implementation, monitoring and recording of the expenditure and outcomes of the PECB annual programme including: Capacity Building projects, Workshops, Events Communications, Ad hoc support projects (GTAC). Manage the development and delivery of PECB training materials and programmes. Manage the development, planning, implementation, monitoring and recording of the expenditure and outcomes of PECB technical advice and support service agreements including: the provision of support to aligned institutions and agencies, the provision of financial and project support, the provision of support to GTAC projects on capacity development programmes, the organisation and facilitation of knowledge exchanges. Manage the participation, contributions, and monitoring and recording of the expenditure and outcomes of GTAC representation at national and international conferences. Manage stakeholder collaborations on the conceptualisation and development of the PECB themes research agenda (annually). Manage the procurement and supervision of service providers. Manage the development of Instructions to Per-form Work (IPWs), the provision of support to task teams and work groups, and tracking of work performed, invoices received and payments processed. Manage the development and communication of PECB tools, think pieces and other relevant research. Manage the analysis of PECB programme expenditure and outcome reports and records. Manage the verification of stakeholder agreements, preparation of project budget closures and, where relevant, the invoicing and cost recovery from stakeholders. Manage the preparation of donor reports on fund management and project expenditure and outcomes.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

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

CLOSING DATE: 01 June 2018

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

OTHER POSTS

POST 20/09: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2018/20

SALARY: R334 545 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE: National office Pretoria

REQUIREMENTS: An appropriate three year (3) tertiary qualification (NQF 6) in Supply Chain Management/Purchasing/Public Admin/Financial and Logistics. At least 3-5 years working experience in supply chain management. Knowledge requirements, PFMA, Treasury Regulations, LOGiS knowledge, SCM regulations, practice notes, circulars, policy frameworks. Skills and competencies, Good interpersonal skills, written communications, computer literacy, problem solving skills, leadership, change management, planning and organising and financial management. The ability to manage staff and draft relevant policies and/or reports as required. Applicants must be able to work under pressure. Independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver’s license is essential.

DUTIES: Drafting, coordinating and implementing SCM action plans for their Cluster, to ensure the effective functioning of the SCM unit in delivering its mandate. Verifying the correctness of prepared input documents/request memorandums as well as highlighting compliance implications of the submission. Managing demand; acquisition, logistics, disposal and risk management. Manage the Demand Management process including; needs assessment, categorization of commodities, availability of funds, market assessment, and industry analysis, identifying methods of procurement, identifying preferential procurement policy objectives, specifications/terms of reference, and life cycle costing. Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives. Oversees the utilization and administration of a supplier Database. Oversee bid/quotation process. Oversee the management of logistics operations including; ordering, receiving and distribution of goods, management of inventory and warehousing, and account payable; ensuring proper stock taking of inventory items in store. Report on supply chain management information as required to internal and external stakeholders. Develop and oversee the implementation of a SCM performance system. Ensuring that the submission is in accordance with approved delegations, directives, policies and procedures. Attending to Bid documents and serving as member on relevant Bid
Committees. Monitor the usage of BBBEE suppliers as well as the rotation of suppliers. Manage and administer contracts for the IPID. Implement, monitor and evaluate the LOGIS system throughout the IPID. Manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan for the cluster. Manage travel and accommodation arrangements. Ensuring regular reporting on the usage of rated accommodation. Managing of staff. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue expenditure, assets and liabilities; and Develop and monitor compliance to relevant SCM and Assets Management policies and procedures.

**ENQUIRIES**: Mr M Diale Tel No: 012 399 0089

**FOR ATTENTION**: Ms DR Kumalo

**POST 20/10**: ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: Q9/2018/21

**SALARY**: R334 545 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE**: National office Pretoria


**ENQUIRIES**: Ms Suzan Letlape Tel No: (012) 399 0068

**FOR ATTENTION**: Ms DR Kumalo
ANNEXURE I

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

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

CLOSING DATE: 08 June 2018

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

OTHER POST

POST 20/11: ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/53/SA

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

CENTRE: State Attorney: Kimberley

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; Admission as a conveyancer will be an added advantage; A valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.

ENQUIRIES: Mr E. Seerane Tel No: (012) 315 1780

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
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: 01 June 2018 at 16:00

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

MANAGEMENT ECHELON

POST 20/12: SENIOR MANAGER: MEDICAL SERVICES (02 POSTS)

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

SALARY: R1 355 916 per annum (OSD)

CENTRE:
- Provincial Office: Eastern Cape, Ref No: HR 5/1/2/3/78
- Provincial Office: Western Cape, Ref No: HR 5/1/2/3/79

REQUIREMENTS:
An MBCHB Degree. A Diploma in Occupational Health will be an added advantage.
**DUTIES**

Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupational support to stakeholder. Provide strategic direction. Manage finance and assets. Manage projects and programme. Manage projects and programmes. Manage Human Resources in accordance with relevant prescripts.

**ENQUIRIES**

Mr V Mafata Tel No: (012) 319 9495

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

**OTHER POSTS**

**POST 20/13**

DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT AND CLIENT SUPPORT REF NO: HR 5/1/2/3/66

**SALARY**

R779 295 – R917 970 per annum (All inclusive)

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Promote the culture of quality customer care service. Manage and compare maturity of customer care practice against a wide range of industry standards. Manage and develop relationships with internal and external partner's. Manage the sub directorate

**ENQUIRIES**

Mr JRT Headbush Tel No: (012) 406 5853

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

**POST 20/14**

DEPUTY DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/65

**SALARY**

R657 558 – R774 576 per annum (All inclusive)

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Manage development of policies within the Fund. Manage the performance assessment and evaluation of institutional overall performance. Manage the process of policy research and policies development. Manage and ensure that advocacy sessions are conducted for refined and newly developed policies. Manage all the resources in the Sub-directorate

**ENQUIRIES**

Mr MJ Ledwaba Tel No: (012) 319 9277
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/15: DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HR 5/1/2/3/64

SALARY: R657 558 – R774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Manage financial misconduct, losses and claims. Manage entity oversight and financial performance. Manage effective audit coordination, governance and financial regulatory framework within the Fund. Manage all resources in the sub-directorate.

ENQUIRIES: Mr J Modiba Tel No: (012) 406 5609
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/16: IT PROJECT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: HR 5/1/2/3/63

SALARY: R657 558 – 774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Initiate, plan and scope IT projects. Manage project integration. Co-ordinate and manage IT projects according to the IT project management framework. Manage project quality assurance. Manage project resourcing, costing and performance evaluation. Manage the sub-directorate.

ENQUIRIES: Mr JRT Headbush Tel No: (012) 406 5853
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/17: DEPUTY DIRECTOR: DEBTORS MANAGEMENT REF NO: HR 5/1/2/3/62

SALARY: R657 558 – 774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Manage the collection of outstanding employer’s contributions. Manage the maintenance of debtors accounts. Manage all the resources in the sub-directorate.

ENQUIRIES: Mr M G Molotsi Tel No: (012) 319 9226

APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

POST 20/18: DEPUTY DIRECTOR: THIRD PARTY REF NO: HR 5/1/3/61

SALARY: R657 558 – 774 576 per annum (All inclusive)

CENTRE: Compensation Fund, Pretoria


DUTIES: Manage debt collection process of Third Party claims (recoveries). Manage Debt Collection process for Exempted Employer Administration Cost (government departments). Manage the Collection of Sundry debtors (medical claims overpayments, staff debt). Manage all the resources in the sub-directorate.

ENQUIRIES: Mr M G Molotsi Tel No: (012) 3199226

APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

POST 20/19: DEPUTY DIRECTOR: PROVINCIAL SUPPORT REF NO: HR 5/1/3/60

SALARY: R657 558 – 774 576 per annum (All inclusive)

CENTRE: Compensation Fund, Pretoria


DUTIES: Manage the implementation of the Fund’s Annual Performance Plan across CF Operations in Provinces. Manage the implementation of the Fund’s Workplan across CF Operations in Provinces. Manage the implementation of the Fund’s performance information policy and procedures across CF Operations in Provinces. Manage provincial visits in order to provide technical support to improve the Fund’s performance. Manage all resources in the sub-directorate.
ENQUIRIES: Mr MJ Ledwaba Tel No: (012) 319 9277
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/20: DEPUTY DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/70

SALARY: R657 558 – 774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS:

DUTIES: Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage projects deliverables in line with Fund and legislative quality standards and expectations. Provide best practice development aid operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.

ENQUIRIES: Ms M Khosa Tel No: (012) 319 9495
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/21: ASSISTANT DIRECTOR: PUBLIC LIAISON OFFICER REF NO: HR 5/1/2/3/59

SALARY: R417 552 – 491 847 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS:

DUTIES: Coordinate and provide support to Presidential, DG and Commissioner’s Hotlines. Implement the operational plan and assist in the development and maintenance of systems for Presidential, DG and Commissioner’s Hotline. Coordinate and Implement effective problem solving processes and procedures. Supervise staff.

ENQUIRIES: Mr JRT Headbush Tel No: (012) 406 5853
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
POST 20/22

ASSISTANT DIRECTOR: PROVINCIAL SUPPORT REF NO: HR 5/1/2/3/58 (2 POSTS)

SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Coordinate the implementation of the Fund’s Annual Performance Plan across CF Operations in Provinces. Coordinate the implementation of the Fund’s Workplan across CF Operations in Provinces. Facilitate the implementation of the Fund’s performance information policy and procedures across CF Operations in Provinces. Conduct provincial visits in order to provide technical support to improve the Fund’s performance. Manage all resources in the sub-directorate.

ENQUIRIES: Mr MJ Ledwaba Tel No: (012) 319 9277
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/23

ASSISTANT DIRECTOR: TENDERS AND CONTRACTS REF NO: HR 5/1/2/3/57

SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Coordinate the establishment of different Bid committees. Coordinate the Bid Committee process. Coordinate the Contract Management process. Management of resources in the sub-directorate.

ENQUIRIES: Ms L Qupe Tel No: (012) 313 6344
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/24

ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: HR 5/1/2/3/56

SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: A Three year qualification in Supply Chain Management/ Financial Management/ Commerce with Accounting as a passed subject. A valid Drivers License is required. 3 years functional experience at a Senior Practitioner level on Asset Management

DUTIES : Coordinate asset management activities in the Fund. Maintain the Assets Register. Coordinate asset verification project. Supervision of staff.
ENQUIRIES : Mr SP Maseema Tel No: (012) 313 6302
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/25 : ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: HR 5/1/2/3/55

SALARY : R334 545 – R394 065 per annum
CENTRE : Compensation Fund, Pretoria

DUTIES : Implement Records Management strategies and policies. Manage the Registry and Messenger Services in the Fund. Provide library services in the Fund. Manage human, financial and physical resources.
ENQUIRIES : Mr J Morris Tel No: (012) 319 9429
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/26 : ASSISTANT DIRECTOR: FINANCE (PROVINCIAL OFFICES) 09 POSTS

SALARY : R334 545 – 394 065 per annum
CENTRE : Provincial Office, Gauteng Ref No: HR 5/1/2/3/46 (01 Post)
Provincial Office, Free State Ref No: HR 5/1/2/3/47 (01 Post)
Provincial Office, KwaZulu-Natal Ref No: HR 5/1/2/3/48 (01 Post)
Provincial Office, Eastern Cape Ref No: HR 5/1/2/3/49 (01 Post)
Provincial Office, Western Cape Ref No: HR 5/1/2/3/50 (01 Post)
Provincial Office, North West Ref No: HR 5/1/2/3/51 (01 Post)
Provincial Office, Northern Cape Ref No: HR 5/1/2/3/52 (01 Post)
Provincial Office, Mpumalanga Ref No: HR 5/1/2/3/53 (01 Post)
Provincial Office, Limpopo Ref No: HR 5/1/2/3/54 (01 Post)


DUTIES : Facilitate the payment of Compensation Fund benefits in relation to accounts receivable and payable functions. Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts
where Compensation Fund Operations are concerned. Manage movable and immovable assets of the fund in line with relevant prescripts. Manage intergraded budget planning and expenditure relating to Compensation Fund Operations. Provide technical support to Processing Offices and report on all Compensation Fund Financial matters including financial systems. Management of resources

**ENQUIRIES**: Mr J Modiba Tel No: (012) 406 5609

**APPLICATIONS**: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein; For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

Chief Director: Provincial Operations: PO Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede (Smith Street), Royal Building 11th Floor; For Attention: Sub-directorate: Human Resources Management, Provincial Office: KZN

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town; For Attention: Sub-directorate: Human Resources Management, Western Cape

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho; For Attention: Sub-directorate: Human Resources Management, Mmabatho

Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliber at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein; For Attention: Sub-directorate: Human Resources Management, Bloemfontein

Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700 or hand deliver at 42A Schoeman Street, Polokwane; For Attention: Human Resources Operations, Limpopo

Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road, Kimberley; For Attention: Sub-directorate: Human Resources Management, Provincial Office: Kimberley

Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London; For Attention: Sub-directorate: Human Resources Operations, Provincial Office, Eastern Cape

Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank; For Attention: Sub-directorate: Human Resources Management, Emalahleni

**POST 20/27**: ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION OPERATIONS REF NO: HR 5/1/2/3/45

**SALARY**: R334 545 – R394 065 per annum

**CENTRE**: Compensation Fund, Pretoria


**DUTIES**: Enhance the performance and functionality of existing and new Operational Management systems. Co-ordinate daily operations of the System and provide support to end-users. Co-ordinate the regular maintenance of operational systems. Supervision of staff.

**ENQUIRIES**: Ms W Malapela Tel No: (012) 319 9622

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/28**: ASSISTANT DIRECTOR: IT IMPLEMENTATION REF NO: HR 5/1/2/3/44

**SALARY**: R334 545 – R394 065 per annum

**CENTRE**: Compensation Fund, Pretoria
**REQUIREMENTS**

A Three year qualification in Information and Communication Technology/ Computer Science. 2 years functional experience in Information and Communication Technology/ Computer Science environment. 2 years supervisory experience in ICT/ Computer Science.

Knowledge: COIDA guidelines (for government departments), Public Service Regulations, IT Operating system, Risk awareness, Public Service Act, Compensation Fund value chain, PFMA and National Treasury Regulations, Customer Service principles (Batho Pele Principles), Technical knowledge, Project Management theory, practice and methodologies Legislative Requirement: COIDA, Promotion of Access to Information Act, Public Service Act, National Treasury Regulations. Skills: Communication both (Verbal and written), Telephone etiquette, Organising and Planning, Decision making, Analytical, Project Management, Good client relations.

**DUTIES**

Implement IT systems implementation strategies. Evaluation of the effectiveness of the newly implemented systems. Facilitate the maintenance of the IT systems and disposal process. Manage all resources in the Sub-directorate.

**ENQUIRIES**

Mr JRT Headbush Tel No: (012) 406 5853

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

**POST 20/29**

ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT AND CLIENT SUPPORT REF NO: HR 5/1/2/3/43

**SALARY**

R334 545 – R394 065 per annum

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Coordinate and monitor the implementation of the service delivery improvements at Compensation Fund customer access points. Manage customer relationships with stakeholders for service delivery improvements. Participate in change management sessions for service delivery improvements programmes. Manage resources.

**ENQUIRIES**

Mr JRT Headbush Tel No: (012) 406 5853

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

**POST 20/30**

ASSISTANT DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/42

**SALARY**

R334 545 – R394 065 per annum

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**

**DUTIES**

Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, provide policy support, development processes and maintain repository. Conduct the advocacy session for redefined and newly developed policies.

**ENQUIRIES**

Mr MJ Ledwaba Tel No: (012) 319 9277

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

**POST 20/31**

**ASSISTANT DIRECTOR: LOSES CLAIMS AND FINANCIAL MISCONDUCT REF NO: HR 5/1/2/3/41 (02 POSTS)**

**SALARY**

R334 545 – R394 065 per annum

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Provide inputs in the development of policies and procedures regarding financial misconduct and losses. Facilitate the process of conducting investigations and reporting of financial misconduct. Facilitate and coordinate the process of monitoring losses and claims. Provide secretariat services to the Financial Misconduct and Advisory committee. Supervision of staff.

**ENQUIRIES**

Mr J Modiba Tel No: (012) 406 5608

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

**POST 20/32**

**ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/40**

**SALARY**

R334 545 – R394 065 per annum

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


DUTIES: Provide input to the with and manage risk management services within the Fund. Provide input to the with risk assessments and profiling to ensure effective implementation of the risk management process. Manage risk awareness, education and training programmes. Assist in the management of the sub directorate.

ENQUIRIES: Ms K Nkabinde Tel No: (012) 406 5626
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/33: ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/39 (02 POSTS)

SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Coordinate and develop the Change management intervention plans for the Fund. Provide support to the Change Projects within the Fund. Coordinate the implementation of Change Management processes. Facilitate the implement transformation programmes. Supervision of staff.

ENQUIRIES: Ms P Teffo Tel No: (012) 313 6395
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/34: ASSISTANT DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/69

SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria
DUTIES: Provide project/programme support in terms of planning project activities and deliverables. Assist with project budget management. Coordinate project/programme quality management. Assist in ensuring that the best practice is implemented in all projects/programmes. Manage resources in the sub-directorate.

ENQUIRIES: Ms M Khosa Tel No: (012) 319 9495
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/35: ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR 5/1/2/3/68
SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria


ENQUIRIES: Mr M Dlamini Tel No: (012) 406 5610
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/36: ASSISTANT DIRECTOR: PAYABLE CLAIMS REF NO: HR 5/1/2/3/67 (02 POSTS)
SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Coordinate the effective and effective daily operation of the processing of accounts payable. Coordinate efficient payment system in the Fund. Maintain the accurate reporting system. Supervision of staff.

ENQUIRIES: Mr P Moloto Tel No: (012) 319 9142
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/37: ASSISTANT DIRECTOR: TELECOMMUNICATIONS REF NO: HR 5/1/2/3/77
SALARY: R334 545 – R394 065 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: A Three year qualification in Telecommunication/Information Technology. 2 years functional experience in telecommunication or information Technology environment. 2 years supervisory experience Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Telecommunications models, tolls, processes and techniques. Data records Management Legislative requirements: Public Service

**DUTIES**

Coordinate telecommunication maintenance and Switchboard services in the Funds. Coordinate and monitor Telecommunication infrastructure. Conduct research and input on the telecommunication techniques. Supervision of staff.

**ENQUIRIES**

Mr J Morris Tel No: (012) 3199424

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 01 June 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 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 20/38 SENIOR SECTOR EXPERT: PUBLIC SERVICE REF NO: 055/2018
CD: Outcomes Monitoring & Support

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) as recognised by SAQA in Public Administration, Business Administration 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 (NQF 8) will be an added advantage. Demonstrable public sector leadership acumen. Extensive knowledge and experience in project implementation and understanding trends in public service. 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 coordinate, contribute and monitor the periodic reviews of sector performance of the Public Service Chapter of the NDP with a view to specifically strengthen and enhance the economic performance of Public Service. This entails developing and periodic reviewing of the Public Service Chapter of the NDP regarding a capacitated and professional public service; continuous monitoring and reporting to the executive on progress towards the Public Service chapter in the NDP and monitoring of the public sector’s progress towards sustainable service delivery and building a capacitated state. Support the Outcomes Facilitator: Public Service in interacting with all role players in the Public Service sectors to contribute to the achievement of outcomes and to identify and overcome obstacles; Assist in the development of sector specific service delivery and value chain and evaluation systems and assist in analysing, evaluating and identifying sector specific service delivery shortcomings and render advice on remedial measures. 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 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

OTHER POSTS

POST 20/39 : ASSISTANT SPECIALIST: SECTOR PLANNING COORDINATION REF NO: 056/2018
CD: Sector Planning Coordination
SALARY : R417 552 – R491 847 per annum (Level 10) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3 year tertiary qualification (NQF 7) in Social Sciences, Commerce, Economics or equivalent with at least 5 years experience in the field of strategic planning, public administration and/or public finances, budgeting frameworks. An Honours Degree/Advanced Diploma (NQF 8) in Social Science, Economics or Commerce will serve as an added advantage. Should have knowledge of the NDP/MTSF; basic research methodologies and strategic, operational planning and budgeting frameworks. Should have strong knowledge of Ms Office Suite, advanced Excel, advanced numerical, data and analytical, conceptual and problem solving skills, communication and interpersonal skills and ability to perform independently and in a team and under pressure. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES: The successful candidate will be responsible to provide support to oversight function with regard to long and medium term National and sector development plans and priorities. This entails assisting with the assessment and implementation of short and medium term plans to inform planning and assisting with the assessment of inter-sectorial matters and develop appropriate strategies, policies for convergence of plans. Liaising with national, provincial and local government structures, agencies.
and stakeholders; assisting with the development of sectorial roadmaps towards the achievement of long term goals and objectives and conduct research on developmental aspects of sector and develop planning. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate in supporting capacity. 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: Ms Jabulile Mchunu, Tel No: (012) 312-0462

POST 20/40: ADMINISTRATIVE OFFICER
REFERENCE: 057/2018

NPC Admin Support

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 enabiling Prescripts, Policies and Procedures.

ENQUIRIES: Ms Jabulile Mchunu, Tel No: (012) 312-0462
ANNEXURE L

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

APPLICATIONS

DRDLR has launched an e-Recruitment System where applicants apply for a post online. Applications must be submitted by clicking on the link to apply for the post above https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx

CLOSING DATE

01 June 2018 at 16:00

NOTE

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 20/41

CHIEF DIRECTOR: PROVINCIAL SHARED SERVICE CENTRE (REF NO: 3/2/1/2018/174)
Chief Directorate: Provincial Shared Service Centre

SALARY

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

CENTRE

Limpopo (Polokwane)

REQUIREMENTS

Bachelor’s Degree or Btech in Public Administration/Public Management/Business Administration/Business Management/Commerce (NQF Level 7). 5 year’s experience at a senior managerial level. Ability to implement an outcome based performance management approach. Ability to coordinate the office of the Provincial Shared Service Centre (PSSC) to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic rural development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure that the PSSC functions effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of policies, procedures and processes. Proven experience in Project Management. Good monitoring and evaluation skills. Good problem solving skills. Ability to design and implement change management programmes. Ensure good customer care. A valid driver’s license. Willingness to travel extensively and work under pressure and irregular hours. Ability to interact at all levels within management and Inter-Governmental Relation (IGR) context.

DUTIES

Drive the implementation of the integrated operational plan of the department in the province. Manage the relationship with the Provincial Government and Districts Municipalities in order to achieve transversal national strategic objective. Facilitate and coordinate provincial Comprehensive Rural Development Programmes (CRDP’s). Ensure CRDP quality and oversee Monitoring and Evaluation. Facilitate comprehensive reporting on national outcomes in line with the programme of action. Liaise and interact with relevant stakeholders in the province. Develop and implement system to support CRDP’s. Develop and implement service level agreements with line functions. Implement resolutions of the provincial coordinating committee meetings and submit monthly management reports. Chair the provincial delivery forum. Manage the provincial human resource functions in conjunction with line managers as per delegations model. Coordinate budget management in the province with the respective responsibility managers in the province in conjunction with the National Office. Ensure effective outcome-based performance systems. Coordinate supply chain management services in strict accordance with the PFMA.

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.

APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

OTHER POSTS

POST 20/42: CHIEF PROFESSIONAL SURVEYOR (REF NO: 3/2/1/2018/162)
Office of the Surveyor General

SALARY: R805 806 per annum (Salary in accordance with OSD)
CENTRE: Gauteng
REQUIREMENTS: 4 years Surveys/Geomatics Degree (BSc-Survey/Geomatics) (NQF level 8). 6 Years post qualification professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the SA Geomatics Council. Knowledge of the following; Programme and Project Management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analyzing; Decision making; Team leadership; Creativity, Financial Management, Customer focus and responsiveness, Communication; Computer literacy; People management; Planning and organizing; Conflict management; Negotiation; Change management; Archival investigation and historical research; Dispute resolution; Beacon and boundary reconstruction practice. A valid driver's license (code 08).

DUTIES: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Development of cost effective solutions and approval of surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain surveys operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational resources. Provide technical consulting services for the operation on survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure effective and efficient financial management. Ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and efficient people management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organizational needs and objectives.
requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

POST 20/43: CHIEF PROFESSIONAL SURVEYOR (REF NO: 3/2/1/2018/163) Office of the Surveyor General

SALARY: R805 806 per annum (Salary in accordance with OSD)

CENTRE: Western Cape

REQUIREMENTS: 4 years Surveys/Geomatics Degree (BSc-Survey/Geomatics) (NQF level 8). 6 Years post qualification professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the SA Geomatics Council. Knowledge of the following: Programme and Project Management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analyzing; Decision making; Team leadership; Creativity, Financial Management, Customer focus and responsiveness, Communication; Computer literacy; People management; Planning and organizing; Conflict management; Negotiation; Change management; Archival investigation and historical research; Dispute resolution; Beacon and boundary reconstruction practice. A valid driver's license (code 08).

DUTIES: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Development of cost effective solutions and approval of surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain surveys operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational resources. Provide technical consulting services for the operation on survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to organizational needs and objectives. Ensure effective and efficient financial management. Ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and efficient people management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organizational needs and objectives. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
**APPLICATIONS**: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

**POST 20/44**

**DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION (REF NO: 3/2/1/2018/164)**
Directorate: Tenure Reform Implementation

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

**CENTRE**: Western Cape (Eden/ Central Karoo)


**DUTIES**: Establish and maintain data base for land rights cases. Mediate between the farm occupiers and farm owners in land rights violation cases. Mediate between community members and traditional councils in land rights violation cases. Negotiate an offer to sell with the farm owners. Facilitate out of court settlement between the parties. Engage the relevant stakeholders, municipalities, executive mayors, councillors, office of the Premier, mining companies, etc. regarding land rights matters. Facilitate relocation of farm occupiers. Establish and chair the Land Rights Management Committee. Establish and chair the farm occupiers and labour tenant forums. Maintain Land Rights Management Committees and Task Teams. Respond to all urgent eviction cases. Refer the land rights violation cases to court through the LRMF. Provide support to the legal representatives during court process. Facilitate the upgrading of tenure rights in terms of ULTRA. Conduct land rights awareness and capacity building to internal and external stakeholders (farm dwellers, farmer's association's labour tenants NGOs municipality Department of Labour etc.). Receive and screen the land title adjustment applications. Liaise with stakeholders, Department of COGTA, CONTRALESA, and NHTL to ensure dispute resolution between parties. Communal property associations. Settlement of labour tenants. Disposal of state farms to farm occupiers and land labour tenants. Acquisition of land for settlement of labour tenants and farm dwellers. Facilitate the Transformation of Certain Rural Areas Act.

**APPLICATIONS**: Applications can also be submitted by post Private Bag X10, Mowbray, 7705 or hand delivered to: Van der Ster Building, Room G39, Rhodes Avenue, Mowbray, 7705

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

**POST 20/45**

**DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF NO: 3/2/1/2018/165)**
Directorate: Support Services

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

**CENTRE**: KwaZulu-Natal (Pietermaritzburg)

**REQUIREMENTS**: Bachelor’s Degree/National Diploma in Human Resource Management/Public Administration/Public Management. 3 years experience as an Assistant Director in the Human Resource environment. Job related knowledge: Policy development and implementation; Public Service Regulation; Basic Conditions of Employment Act; Labour Relations Act and Public Service prescripts. Job related skills: Computer literacy; Communication; Presentation; Interpersonal relations; Project, financial and conflict management; Leadership. A valid driver’s license (code 08).
**DUTIES**


**APPLICATIONS**

Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

**NOTE**

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

**POST 20/46**

**PROJECT COORDINATOR: PRE-SETTLEMENT (REF NO: 3/2/1/2018/166) (02 POSTS)**

Directorate: Operational Management

**SALARY**

R417 552 per annum (Level 10)

**CENTRE**

KwaZulu-Natal (Pietermaritzburg)

**REQUIREMENTS**

A Bachelor’s Degree or National Diploma Development Studies/Agricultural Studies/Social Science. 3-5 year’s experience in restitution or land reform environment. Job related knowledge: Project management; Research methods and techniques; Community facilitation; Understand and interpret valuation reports for escalation; Land reform prescripts and policies. Job related skills: Presentation; Communication; Facilitation; Project management; People management; Research; Analytical; Interpersonal relations; Report writing. A valid driver’s licence (code 08). Willing to travel to spend extended period in the field and work irregular hours.

**DUTIES**


**APPLICATIONS**

Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

**NOTE**

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

**POST 20/47**

**CONTROL SURVEYOR TECHNICIAN (REF NO: 3/2/1/2018/167)**

Office of the Surveyor General

**SALARY**

R396 375 per annum (Salary in accordance with OSD)

**CENTRE**

North West

**REQUIREMENTS**

National Diploma in Survey (NQF level 6). 6 years post qualification technical (survey) experience. Compulsory registration with SA Geomatics Council. Knowledge of Programme and project management, Survey, Legal and operational compliance, Survey operational communication, Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and Organising; Conflict management; Negotiation; Archival investigation and historical research. A valid driver's license (code 08).
**DUTIES**: Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manages and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render effective and efficient people management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**APPLICATIONS**: Applications can also be submitted by post Private Bag X033, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria. Applications can also be submitted by email to: recruitment.dos@surveys.gov.za.

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

**POST 20/48**: CONTROL SURVEYOR TECHNICIAN (REF NO: 3/2/1/2018/168)
Office of the Surveyor General

**SALARY**: R396 375 per annum (Salary in accordance with OSD)

**CENTRE**: KwaZulu-Natal

**REQUIREMENTS**: National Diploma in Survey (NQF level 6). 6 years post qualification technical (survey) experience. Compulsory registration with SA Geomatics Council. Knowledge of Programme and project management, Survey, Legal and operational compliance, Survey operational communication, Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and Organising; Conflict management; Negotiation; Archival investigation and historical research. A valid driver's license (code 08).

**DUTIES**: Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organizational needs.
DUTIES

Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render effective and efficient people management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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.

Applications are also encouraged to apply at Office of the Surveyor General, 40: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

Applications are also encouraged to apply Online at: e-recruitment@osd.gov.za

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

POST 20/49

CONTROL SURVEYOR TECHNICIAN (REF NO: 3/2/1/2018/169) (02 POSTS)

Office of the Surveyor General

SALARY:

R396 375 per annum (Salary in accordance with OSD)

CENTRE:

Western Cape

REQUIREMENTS:

National Diploma in Survey (NQF level 6). 6 years post qualification technical (survey) experience. Compulsory registration with SA Geomatics Council. Knowledge of Programmes and project management, Survey, Legal and operational compliance, Survey operational communication, Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and Organising; Conflict management; Negotiation; Archival investigation and historical research. A valid driver's license (code 08).

DUTIES:

Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manages and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between
operations and individuals to ensure effective knowledge management according to
departmental objectives. Render effective and efficient people management. Direct
the development motivation and utilization of human resources for the discipline to
ensure competent knowledge base for the continued success of survey services
according to organizational needs and requirements. Manage subordinates key
performance areas by setting and monitoring performance standards and taking
actions to correct deviations to achieve departmental objectives.

APPLICATIONS
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

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

POST 20/50
SENIOR PROJECT OFFICER: LAND ACQUISITION (REF NO: 3/2/1/2018/170)
Directorate: Strategic Land Acquisition

SALARY
R281 418 per annum (Level 08)

CENTRE
KwaZulu-Natal (Richardsbay)

REQUIREMENTS
An appropriate three years Bachelor's Degree/National Diploma in Economics or
Natural Sciences or relevant qualification. 2-3 years relevant working experience.
Job related knowledge: Understanding and interpretation of budget management;
Project management; Departmental land reform programmes, legislation and
procedures; Understanding of the value-added development of communities. Job
related skills: Project, financial, people and performance management; Conflict
resolution; Facilitation; Capacity building; Good negotiation skills. Good in map
reading skills, analysis and interpretation. A valid driver’s licence (code 08). Willing
to travel and work irregular hours.

DUTIES
Screen potential projects within area of responsibility to facilitate planning and
budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy
Director: Land Acquisition. Make arrangement with the farmer/land owner for farm
assessment. Conduct farm assessment in conjunction with Department of
Agriculture Forestry and Fisheries (DAFF), (PDARD) and municipalities
(stakeholders). Prepare presentation for the District Screening Committee for
approval of planning funds. Conduct farm visits to locate the property and to confirm
land claim status. Implement land acquisition project procedures within relevant
policy and programme guidelines (RADP and PLAS). Facilitate the appointment of
service providers to conduct relevant studies. Engage in the Land Price Negotiation
Process. Prepare submission for approval by relevant committees. Liaise with
relevant role players/stakeholders with regards to land acquisition projects support
requirements. Liaise with land acquisition and warehousing at National Office to
assess the valuation reports and give a mandate for land price negotiations.
Investigate and respond to the presidential enquiries, ministerial tasks and quiries.
Liaise with the office of the public protector to investigate and respond the query
within 7-14 days. Liaise with the banks (Land Bank) to investigate and determine
the settlement amount for rescue purposes. Obtain mineral rights information on
identified property from the Department of Minerals. Consult with Eskom on
electricity related matters.

APPLICATIONS
Applications can also be submitted by post Private Bag X9132, Pietermaritzburg,
3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

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

POST 20/51
OFFICE ASSISTANT (REF NO: 3/2/1/2018/171)
Branch: Corporate Support Services

SALARY
R226 611 per annum (Level 07)

CENTRE
Pretoria

REQUIREMENTS
National Diploma in Office Administration/Public Administration. 1 year experience
in rendering secretarial and support services to Senior Management. Knowledge of
Government systems and structures and office administration. Understanding of the
management information and formal reporting system. Professional office etiquette.
Good interpersonal skills. Communication skills (Verbal and written). Organisational
and planning skills. Good reporting skills. Good interpersonal relations skills.
Computer literacy. Ability to take initiative and work independently. Ability to maintain
confidentiality.

DUTIES
Render the administration, secretarial and support services to the DDG. Receive
and screen incoming calls on behalf of the DDG and take messages when required.
Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the DDG. Ensure that OFTAR’s and DOTR’s for DDG are completed and approved. Compile and submit S&T’s and SMS claims for the DDG. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring them to the DDG. Referrals of incoming and outgoing mails to relevant officials (mail, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the DDG. Arrange and coordinate meetings on behalf of the DDG (Workshops, short listings, interviews. Monthly Management and Staff meetings). Circulation of invitations for DDG meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type/draft letters to stakeholders, memorandums (petty cash, stationery, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-players. Use a tape recorder to recording minutes. Provide secretariat services for committees and forums. Provide support with regards to management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the office of the DDG and track the implementation thereof.

APPLICATIONS

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

NOTE

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

POST 20/52

ICT DESKTOP SUPPORT TECHNICIAN REF NO: 3/2/1/2018/172 (04 POSTS)
Directorate: ICT Service Management

SALARY

R226 611 per annum (Level 07)

CENTRE

Pretoria

REQUIREMENTS

National Diploma in Information Technology/Computer Science. Appropriate technical IT qualifications: Cisco CCNA Certificates, ITIL Foundation Certificate, Technical Certificates (A+, N+, MCSE). 1 year working experience in IT Technical support environment and ICT supporting hardware, software and network (2nd level support). Network management experience. Job related knowledge: Information Technology acts and policies; Internal control and risk management; Project management principles and tools; Technical aspects of information and communication technology goods and services. Job related skills: Planning and organizing; Communication (written and verbal); Supervisory; Computer literacy; Project management; Interpersonal relations; Problem solving and analysis; Change and diversity management; Ability to offer lessons and practical training. A valid driver's licence (code 08).

DUTIES

Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanents fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff about potential uses of existing technology. Train staff about new and potential use. Provide individual training and support on request. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security
measures are met and policies are adhered and workshop ICT Policies. Educate users about ICT policies such as password policy, email policy, internet policy, desktop policy and etc. Monitor and maintain technology to ensure maximum access. Troubleshoot all technology issues. Maintain log and/or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software. Test and rollout all projects that OCIO is rolling out to the department and serve as a pint of contact to regional technical staff regards to all projects undertaken by OCIO. Test new applications before implemented/installed in departmental Network and advice accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technician from other regions if there is a new applications in the Department.

APPLICATIONS:
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

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

POST 20/53:
MESSENGER (REF NO: 3/2/1/2018/173)
Office of the Surveyor General

SALARY:
R107 866 per annum (Level 03)

CENTRE:
KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS:
Grade 12/Senior Certificate. Job related knowledge: Office procedures. Job related skills: Communication (Written and verbal); Interpersonal relations and liaison. A valid driver’s license (code 08).

DUTIES:
Perform internal collection and delivery of documents and related, as per requests on the plan safe logging system. Collect and dispatch survey records, plans and diagrams within the office of the Surveyor General. Request, collect and return deeds documents from Deeds Office. File various documents in the plan safes. Conduct 2 clearances per day. Assist in the preparation of newly approved documents for archiving. Assist in the extraction of new documents from their jackets and move them to the relevant areas for filing. Assist in repairing damaged documents. Collect mailbag from post office. Transport parcels and mails to and from post office and sister offices. Assist with banking.

APPLICATIONS:
Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

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

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

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

CLOSING DATE: 01 June 2018 at 16:30 (E-mailed, faxed and late applications will not be considered)

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

MANAGEMENT ECHELON

POST 20/54: DIRECTOR: STRATEGIC MANAGEMENT, MONITORING & EVALUATION REF NO: (NDT 04/2018)

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

CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for the following key functions; Developing frameworks and guidelines on strategic planning matters, Coordination of the development of the Strategic Plan, Annual Performance Plan and Business Plan for the Department, Coordinate performance monitoring and reporting requirements for the Department, Monitor the implementation of the strategic and Annual performance Plans for the Department, Coordinate annual review of the Departmental initiatives, Develop and maintain an organisational performance management system for the Department, Compile reports on Departmental progress in terms of Annual Performance Plan and Business Plans.

ENQUIRIES: Mr T Koen, Tel No: (012) 444 6154

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.
APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 01 June 2018

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

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

MANAGEMENT ECHELON

POST 20/55: CHIEF DIRECTOR: PRIMARY MINERAL PROCESSING & CONSTRUCTION REF: IDD/PMP&C 001

Overview: To provide strategic leadership and management to the Primary Minerals Processing & Construction Chief Directorate within the Industrial Development Policy Development Division.

SALARY: All-inclusive remuneration package of R1 127 334 per annum, Level 14

CENTRE: Pretoria


DUTIES: Oversee strategic planning for the chief directorate. Direct, manage and establish the chief directorate into a highly effective Primary Minerals Processing & Construction unit. Design and implement strategies and actions plans in the sectors incorporated in the industrial Policy Action Plan. Provide overall direction to promote Primary Minerals Processing & Construction policies, process and procedures. Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Primary Minerals Processing & Construction. Provide well informed and fact Based technical advice to the DDG, DG, DM’s and Minister on issues related to Primary Minerals Processing and Construction. Establish and maintain strategic partnerships with local and international institutions in the area of Primary Minerals Processing & Construction. Oversee research programme of Primary Minerals Processing & Construction. Prioritise the research work of the Chief Directorate to ensure that research support the unit in identifying growth areas for clusters of sector. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timeliness. Ensure effective performance management in line with HR guidelines. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans.
NOTE: In terms of the dti’s EE requirements, preference will be given to African and Coloured candidates as well as people with disabilities.

POST 20/56: DIRECTOR: ENVIRONMENT AND ENERGY EFFICIENCY REF NO: IDD/GREEN IND 016
Overview: To lead & manage policies and programmes to align Industrial Policy and Environmental objectives as part of the sector programmes for Green Industries Chief Directorate.

SALARY: All-inclusive remuneration package of R948,174 per annum, Level 13
CENTRE: Pretoria
REQUIREMENTS:

DUTIES:
Lead the process of aligning Industrial Policy with the Environmental objectives of government. Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes to align industrial policy and environmental objectives. Engage in continual policy advocacy and co-ordination in the Green Economy. Manage the strategic planning for the directorate. Develop the strategic focus and policy direction for the directorate. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Manage stakeholders, including other Government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments to develop and align industrial policy and environmental objectives. Establish contact and set up information sharing session with other units in the dti. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing Environment and Energy Efficiency challenges. Provide analysis of the industrial value chains in order to align Industrial policy and Environment objectives. Consolidate all research findings to formulate policies, procedures and strategies in line with the Industrial Policy Action Plan. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Manage expenditure of the Directorate. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans. Manage the strategic planning of the unit and execution of the operational plan. Monitor implementation of sector development interventions. Develop and monitor implementation of corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions. Provide leadership in identifying and developing new sub sectors in the Green Economy.

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

OTHER POSTS

POST 20/57: DEPUTY DIRECTOR: DIVISIONAL FINANCIAL ADVISOR REF NO: TISA/OPERATIONS 028
Overview: To provide financial support services to TISA Division.

SALARY: All-inclusive remuneration package of R 779,295.00 per annum, Level 12
CENTRE: Pretoria
REQUIREMENTS:
Mandatory requirements: A three-year National Diploma / Bachelor’s Degree in Business/Public Administration, Financial Accounting and / or equivalent qualification. 3 - 5 year’s relevant managerial experience in Public/Private Sector in the finance environment. Key requirements: Experience in financial reporting. Experience in budget management. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of supply chain management processes. Be proficient in MS Office software packages. Project management skills.

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

POST 20/58: DEPUTY DIRECTOR: ENFORCEMENT REF NO: CCRD/NLA 002
Overview: To manage the conducting of inspections, investigations and ensure complaints resolutions

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

DUTIES: Develop and review strategies, policies and procedures: Develop and review enforcement policies procedures. Provide support in management of the enforcement processes. Provide support in the implementation of policies and strategies. Conducting the investigations: Manage the conducting of inspections on registrant. Manage the conducting of investigation on non-compliance with the Act. Manage the investigations of complaints and resolution of cases. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards enforcement interventions and prepare reports. Monitor compliance with the condition of registration. Stakeholder Management: Liaise with internal and external stakeholders on matters relating to compliance with the National Liquor Act. Participate in identification of stakeholders needs. Create and maintain stakeholder’s database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Build and maintain relationship with stakeholders, including other Government departments and tiers of government, organized business and labour. Effective management and participation in the unit: Effective internal administration of the directorate such filing of all documents, maintenance of records and procurement and expenditure and reporting requirements. Effective participation in preparing of budgets and business plans.

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

POST 20/59: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: SEZET/COO 006
Overview: To provide administrative service to Division: SEZ & ET

SALARY: Commencing salary of R334 545 per annum, excluding benefits, Level 09
CENTRE: Pretoria

DUTIES: Coordination of EXCO, strategic sessions and other Executive meeting of the division. Keeping and maintaining of records and minutes to ensure follow up actions and easy access. PFMA Compliance: ensure compliance to Delegations of powers; Treasury Regulations; departmental policies and general control requirements. Response handling in respect of relevant audit findings and enquiries. Supply Chain Management: assistance with the procurement of goods and services,
administration of stores; orders; tenders; assets; and certification of invoices. Expenditure Control: confirmation of the availability of funds. Administration of payments: control over the accuracy of expenditure allocations; assistance with the administration of S & T claims; transfer payments; and petty cash. Administration of revenue and debt administration of revenue collection, cell phone and telephone debt recovery. Customer Relations Management: response handling in terms of related enquiries of CFO Help Desk and general enquiries. Coordination and support in respect of divisional support meetings. Management Information: Financial management information support to divisional managers. Administers and maintains knowledge management systems, including a central filing and document management system. Monitors deviations from targets/milestones as well as deadlines. Supports the conducting periodic review of the effectiveness of key business processes and build an interactive relationship with all Programme managers. Coordinate inputs and maintain the Divisional Risk Register. Coordinate the divisions space requirements and represent the division in the facilities committee.

**NOTE**: In terms of the dti's EE requirements, preference will be given to African & Indian male, Coloured female and White candidates as well as candidates with disabilities.
DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE: 11 June 2018

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable atwww.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 an interview. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 20/60: DIRECTOR: AIRPORTS & AIRSPACE (REF: DOT/HRM/29)
(Branch: Civil Aviation)
(Chief Directorate: Aviation Safety, Security, Environment & Search and Rescue)
(Directorate: Aviation Safety)

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised NQF Level 7 in Public Service Administration / Public Service Management/ B Admin / BA / B Com Aviation Management / Transport Planning. Relevant experience in the field of Airports and Airspace is required of which 5 years’ experience must be on MMS level. Excellent Management skills required. The following will serve as recommendation: Compilation of management reports; and an extensive knowledge of the Public Finance Management Act.

DUTIES: Promote and coordinate the planning and development of an integrated airport infrastructure management network. Finalization and implementation of the National Airports Development Plan (NADP). Participate in fora dealing with the environmental impact on aviation infrastructure. Represent South Africa (DOT) on regional- and international airspace fora. Participate/Chair i.r.o industry Committees. Facilitation of development and the implementation of the National Airspace Master Plan, annually, if required. Implementation of the National Civil Aviation Policy (NCAP) from an Airspace Perspective. Coordination with DEA regarding the NEMA Act on airspace matters. Monitor the development of regulatory frameworks as implemented through ATNS and ACSA. Management of the Airports and Airspace Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Public Service.

ENQUIRIES: Mr Ms Karen Naidoo: Tel No: (012) 309 3550
OTHER POSTS

POST 20/61 : DEPUTY DIRECTOR: AVIATION SAFETY (REF NO: DOT/HRM/30)
(Branch: Civil Aviation)
(Chief Directorate: Aviation Safety, Security, Environment & Search and Rescue)
(Directorate: Aviation Safety)

SALARY : All-inclusive salary package of R779 295 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree in Transport Economics, Administration, Law or Aviation related qualification coupled with ICAO recognised qualification relevant to aviation safety. Technical knowledge in aviation field with specific reference to aviation safety. Five to eight years’ experience in aviation safety. Preference will be given to candidates with following: Knowledge of Aviation Safety issues. Working understanding of the Civil Aviation Act 13 of 2009 and the Civil Aviation Regulations.
Working knowledge of ICAO operations and setup. Knowledge of the Civil Aviation Regulatory and Institution Frameworks. Ability to interpret aviation related Treaties and Protocols. Ability to interact with different committees and aviation stakeholders. A strategic thinker with managerial, leadership and operational knowledge. Good interpersonal relations and communication skills at all levels. Good problem solving skills, confidentiality and reliability.

DUTIES : Facilitate the development, implementation and monitoring of Aviation Safety Regulatory policy frameworks. Monitor the implementation of State Safety Programme in line with Annex 19 to the Chicago Convention. Monitor South Africa’s compliance with its international obligations. Monitor the development of ICAO SARPs relating to civil aviation safety. Ensure incorporation of civil aviation safety related ICAO SARPs into our regulations. Ensure the establishment and effective management of Appeals Committees and Safety Review Panel. Monitor the implementation of safety recommendations provided by the deficiencies prevented. Monitor SACAA’s regulatory functions relating to civil aviation safety. Represent South Africa in ICAO, SADC and AFCAC meetings dealing with aviation safety. Manage the sub-directorate.

ENQUIRIES : Mr L Mabaso; Tel No: (012) 309 3385

POST 20/62 : DEPUTY DIRECTOR: ROAD INFRASTRUCTURE MANAGEMENT (REF NO: DOT/HRM/31)
(Branch: Road Transport)
(Chief Directorate: Road infrastructure and Industry Development)
(Directorate: Road Infrastructure Planning)
(Sub-Directorate: Road Infrastructure Management)

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

DUTIES : The Incumbent will be expected to coordinate, monitor and evaluate Road Infrastructure Projects and Provide Technical and Administrative Support for the Development of Road Management Strategies for the Road Network of SA. Determine needs through analysis of roads capabilities volumes and conditions. Conduct and update road need studies. Develop and monitor the implementation of the strategy. Development of an integrated infrastructure plan and investment plan for all three (3) tiers of government. Ensure implementation of Best Practice Delivery Models for Roads, Develop and Facilitate Detailed project planning for Nationally Driven Road project. Handling of enquiries and dealing with road infrastructure queries.

ENQUIRIES : Mr W Maphakela; Tel No: (012) 309 3519
POST 20/63 : ASSISTANT DIRECTOR: CIVIL AVIATION FREIGHT LOGISTICS (REF NO: DOT/HRM/32)
(Branch: Civil Aviation)
(Chief Directorate: Aviation Economics and Industry Development)
(Directorate: Industry Development and Airfreight)
(Sub- Directorate: Civil Aviation Freight Logistics)

SALARY : All-inclusive Salary Package R417 552 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three (3) year National Diploma in Transportation / Logistics Management or equivalent qualification with a minimum of three (3) years' work experience in Civil Aviation. Preference will be given to candidates with the following: Good knowledge of civil aviation and freight. Good interpersonal and communication skills. Good computer skills. Good report writing skills. Good understanding of the public sector. Be willing to travel extensively and work beyond normal working hours.

DUTIES : Develop and implement relevant frameworks, strategies and plans for the civil aviation freight logistics system. Provide strategic support to programmes within the civil aviation branch, as well as the Department of Transport and aviation industry at national, regional and international levels. Coordinate and integrate the civil aviation freight logistics system with other transport infrastructure planning. Liaise with spheres of Government, state owned companies and aviation industry on airfreight frameworks airfreight. Monitor and evaluate implementation of airfreight projects.

ENQUIRIES : Mr. M Nkosi, Tel No: (012) 309 3460
THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

APPLICATIONS: The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Union Building, Government Avenue, Arcadia
FOR ATTENTION: Ms M Malele
CLOSING DATE: 01 June 2018
NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

POST 20/64: ASSISTANT DIRECTOR: AUXILIARY SERVICES
Directorate: Corporate Support Services
SALARY: R334 545 per annum (Level 09)
CENTRE: Cape Town
REQUIREMENTS: An appropriate National Diploma (NQF level 6) or equivalent qualification with a minimum of 3 years administrative experience. Ability to manage interpersonal conflict. Have proven track record in relationship building and teamwork skills. Have effective oral and written communication skills. Knowledgeable in various employment policies and practices related to government regulations. Able to maintain the highly confidential nature of human resources work. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify and resolve problems in a timely manner. Have well entrenched understanding & application of HR products and services across the HR value chain. Have project management knowledge and experience. Negotiation techniques, business acumen and consultation skills. Knowledge of government policies, prescripts & procedures. Have excellent computer skills in a Microsoft Windows environment (Ms Word, Excel and Powerpoint). Have skills in database management and record keeping.
DUTIES: Manage, co-ordinate, supervise, administer and monitor the Auxiliary Services, which includes Human Resource Support; SCM & Transport Services; Frontline/Front Desk Services; Telephone and Switchboard Services; Information Technology and Messenger Services. Write submissions, memorandum, letters and reports. Interfacing with customers directly and act as a single point of contact. Develop and manage professional relationships to win and retain internal customers. Provide responsive, advice, supporting managers within the directorate into prescripts, policies and procedures related to the auxiliary functions. Provide counselling to employees, supervisors and managers. Resolving disputes, and communicating with all employees at all levels.
ENQUIRIES: Mr Katlego Futhane Tel No: (012) 300 5995

POST 20/65: ASSISTANT DIRECTOR: LABOUR RELATIONS AND EMPLOYMENT EQUITY
Directorate: Human Resource Operations
SALARY: R334 545 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A recognised Bachelor’s degree in Human Resources Management or equivalent qualification on NQF level 7, preferably with Labour Relations/Law as a subject. Minimum of three years appropriate hands-on experience within the labour relations and employment equity field. Planning and organising, resilience & flexibility, honesty & integrity, oral and written communication, interpersonal skills, problem solving and analysis. Negotiation, report writing, investigation, facilitation, computer
literacy, conflict management and PERSAL skills, knowledge of the Public Service Statutory Framework.

**DUTIES**

The successful will be responsible for providing advice to managers and employees on labour relations matters, assist in the management of grievances and disciplinary cases, investigating cases of alleged transgression of employees and make recommendations, represent The Presidency during disciplinary hearings, ensure awareness/development employees with regard to labour relations matters, represent The Presidency in relevant forums, liaise with employee organisations, assist in ensuring employment equity compliance, ensure keeping of appropriate records and statistics as required by law, ensure effective electronic and manual filing system. Assist with the facilitation of the DBC activities. Execute matters pertaining to statutory requirements e.g. providing information, openness and transparency. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations ‘cases.

**ENQUIRIES**

Adv M Mamabolo, Tel No: (012) 308 1643
ANNEXURE Q

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS

Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

Livingstone Tertiary Hospital: Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag X60572, Greenacres, Port Elizabeth 6057 or hand delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6010. Enquiries: Ms Du Preez Tel No: 041 405 2647.

SS Gida Hospital: Post: HR Office, SS Gida Hospital, Private Bag x12 Keikamahoe, 5670. Enquiries: Ms Fumanisa Tel No: 040 658 0043.

Grey Hospital: 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. Enquiries: Ms Phillip Tel No: 043 643 3304.

Nessie Knight Hospital: Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, Qumbu, 5180 or hand deliver to: Sulenkama Admin Area, Nessie Knight Hospital, Qumbu, Enquiries: Ms O N Sotsoka – Tel No: 047 553 6007/8/9.


Frontier Hospital: Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272


Dora Nginza Regional Hospital: Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building1st Floor, Dora Nginza, Spondo Street 2wide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel No: 041 406 4435.

Nompumelelo Hospital: Post to: Nompumelelo Hospital, Private Bag X 13, Peddie 5640. Enquiries: Ms NG Tsako Tel No: 040 673 3321.


Wilhem Stahl Hospital: Post to: HR Office, Wilhem Stahl Hospital Private Bag x518 Middelburg 5900 or hand deliver to: HR Office Wilhem Stahl Hospital 1 Du Plessis Street Middelburg 5900 Enquiries Mr Mbalula Tel No: 049 842 1111.

Aliwal North Hospital: Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquiries: Ms Fourie Tel No: 051 633 7700.

PE Pharmaceutical Depot: Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or Hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struandale Port Elizabeth 6000.Enquiries: Ms U Xwayi Tel No: 041 406 9831.

Port Alfred Hospital: Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Raco Tel No: 046 604 4000.

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

Nkqubela TB Hospital: Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms Langeni Tel No: 043 761 2131.

Lilitha College: Post to HR Office, Lilitha College of Nursing, Central Administration Office, 40 Lennox Road Amalinda, East London 5200 or Private Bag X 0028 Bhisho 5608. Enquiries: Ms. N Links: Principal Tel No: 049 700 9704.

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

Madzikane Ka Zulu Hospital: Post to: Human Resource Office, Madzikane Ka Zulu Hospital, Private Bag X 9002, Mount Frere, 5090 Enquiries Mr P Sigola Tel No: 039 255 8200.
Settlers Hospital: Post to: HR Office, Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquiries Ms S Diva Tel No: 046 602 5046.

Uitenhage Provincial Hospital: Post to: HR Office, Uitenhage Provincial Hospital Private Bag x36 Uitenhage 6320 or Hand deliver to: HR Office, Uitenhage Provincial Hospital 162 Channer Street Leyvale Uitenhage. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129.


Elliot Hospital: Post to: Human Resource Office, Elliot Hospital, P.O.Box 523, Elliot, 5460 or hand delivery to: HR Office Elliot Hospital Maclear Road Elliot, 5460 Enquiries: Ms N.B Puza – Tel No: 045 931 1321.


Nompumelelo Hospital: Post to: HR Office, Nompumelelo Hospital, Private Bag X13, Peddie 5640. Enquiries: Ms NG Tsako Tel No: 040 673 3321.

Taylor Bequest Hospital (Mount Fletcher): Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher 4770, Enquiries: Ms Ngwebeni – Tel No: 039 257 0099.

Cecilia Makiwane Hospital: Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms P Mncotso Tel No: 043 708 2121.

Taylor Bequest Hospital (Matatiele): Post to: The Human Resource Manager, Taylor Bequest Hospital (Matatiele), Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No: 039 737 3107.

Malizo Mphele Hospital: Post to: HR Office, Malizo Mphele Hospital, Main Road Tsolo 5170 or hand deliver to: HR Office, Dr Malizo Mphele Hospital Private Bag x1004 Tsolo 5170 Enquiries: Ms Makalima Tel No: 047 542 6300.

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

Humansdorp Hospital - Post to: Humansdorp Hospital, Private Bag X536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block) 1 Du Piessis Street, Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquiries: Ms Maphi Tel No: 047 200 4279/282.

Mbhashe Sub District Office - Post to: Human Resource Section, to Mbhashe Sub District Office, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel No: 047 489 2417/16.

Mqnquma Sub-district office - Post to: HR Office, Mqnquma Sub-district Office, 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa Tel No: 044 491 0740.

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141.

St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Mr U Toni – Tel No: 047 555 6300.

Empilweni TB Hospital - Post to: Human Resource Office Empilweni TB Hospital, Private Bag X6060, Port Elizabeth, 6200 or hand delivery to 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms B Bomela Tel No: 041 406 7606/36.

Bedford Hospital - Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatscha Tel No: 046 685 0046.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Willowmore Hospital - Post to: HR Office, Willowmore Hospital Private Bag x239 Willowmore 6445 or hand delivery to: HR Office Willowmore Hospital 25 Knyssna Street Willowmore 6445 Enquiries: Ms Maginga Tel No: 044 923 1127.

Andries Vosloo Hospital: Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquiries: Ms CZ Zozo –Tel No: 042 243 1313.

Makana Sub-District Office: Post to: The Human Resource Office, Makana Sub District Office, Private Bag X1023, Grahamstown, 6140 or Hand Deliver at Makana Sub- District Office, 49 Beaufort Street, Grahamstown, 6140. Enquiries: Mr Qalani Tel No: 046 622 4901

Kouga Sub-District Office: Post to: The Human Resource Office, Kouga Sub District Office, P.O. Box 154, Humansdorp, or hand deliver to: HR Office, Room 38 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mr D Ntuli Tel No: 042 200 4214.


Nelson Mandela Health District Office: Post to: HR Office, Private Bag X28000 Greenarces Port Elizabeth or hand deliver to: HR Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Attention Ms P Makuluma Tel No: 041 391 8164.

Maluti Sub-District Office: Post to: HR Office, Maluti Sub-District Office, Maluti College of Education Building, Maluti or hand deliver to: HR Office, Maluti Sub-District (Health), PO Box 63 Maluti 4730. Enquiries: Ms TC Ndukwana Tel No: 039 256 0518.

Marjorie Parrish TB Hospital: Post to: The Human Resource Office, Marjorie Parrish TB Hospital, Private Bag X154, Port Alfred, 6170 Enquiries: Mrs M Jones Tel No: 046 624 5306/7/8.

Orsmond TB Hospital: Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Diesel Drive, Allanridge, Uitenhage. Enquiries: Mrs C Bekker Tel No: 041 988 1111.

KSD Sub-District Office: Post to: HR Office KSD Sub-District, Private Bag X5005, Mthatha 5099 or hand deliver to: HR Office, KSD Sub-District Office, 7th Floor Room 19, Botha Sigcau Building, Mthatha, 5099, Enquiries: Ms O Gcagca – Tel No: 047 531 0823.

Steynsburg Hospital: Post to: HR Office, Private Bag X03 Steynsburg Hospital, 5920 or hand deliver to: HR Office, 1 Henning Street, Steynsburg Hospital, Steynsburg, 5920. Enquiries: Ms NA Mafanekiso Tel No: 048 884 0241/2/3.

Sunday’s Valley Hospital: Post to: Human Resource Office, Sunday’s Valley Hospital, P.O Box 68 Kirkwood, 6120 or Hand deliver at Sunday’s Valley Hospital, Kirkwood. Enquiries: Ms T Fekema Tel No: 042 230 0 406/432/567.

Jansenville Hospital: Post to: Human Resource Office, PO Box 156, Jansenville, 6265 or hand deliver to: Human Resource Office, Jansenville Hospital, College Avenue, Jansenville, 6265. Enquiries: Ms T Marenene Tel No: 049 836 0588.

BJ Voster Hospital: Post to: Human Resource Office, PO Box 41, Kareedouw, 6400 or hand deliver to: Human Resource Office, BJ Voster Hospital, 41 Cnr Krom and Baaken Street, Kareedouw, 6400. Enquiries: Ms G Sikiwe Tel No: 042 288 0210.

Aberdeen Hospital: Human Resource Office, PO Box 172, Aberdeen, 6270 or hand deliver to: Human Resource Office, Aberdeen Hospital, 35 Hope Street, Aberdeen, 6270. Enquiries: Mr S Magxiva Tel No: 049 846 0497.

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

Jone Pearson TB Hospital: Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6015 or hand deliver to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp., Port Elizabeth 6015 Enquiries: Ms N Klassen Tel No: 041 372 8000.

Senqu Sub District: Human Resource Office, Senqu Sub District, Private Bag x5009 Sterkspruit 5762. Enquiries: Ms JV Tobela Tel no 051 611 0825.

Camdeboo Sub-District & Margery Parkes TB Hospital be forwarded to: Post to: Human Resource Office, PO Box 13 Graaff Reinet, 6280 or hand deliver to: Human Resource Office, Margery Parkes TB Hospital, Bree Street, Santa Ville, Graaff Reinet, 6280. Enquiries: Ms Buyiselo Tel No: 049 893 0031.
Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessment tools. People with disabilities are encouraged to apply for these posts. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. NB: Adverts are to be placed per district so to accommodate other facilities with the district.

**CLOSING DATE**: 01 June 2018 - (advert is valid for a period of six (6) months up to 30 November 2018)

**MANAGEMENT ECHELON**

**POST 20/66**: HEAD CLINICAL UNIT (MEDICAL) GRADE 1 CARDIOLOGY REF NO: ECEALTHLIV/ CARDIO/01/05/2018

**SALARY**: R1 550 331 – R1 645 464 per annum (OSD). Other Benefits: Commuted overtime (subject to signing of relevant contract)

**CENTRE**: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

**ENQUIRIES**: Dr M Maseloa Tel No: 0833782025
**POST 20/67**

**HEAD CLINICAL UNIT (MEDICAL) GRADE 1 –NEUROSURGERY REF NO:**

**ECHEALTH/LIV/ NEURO/01/05/2018**

**SALARY**

R1 550 331 – R1 645 464 per annum (OSD). Other Benefits: Commuted overtime (subject to signing of relevant contract)

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Dr M Maseloa Tel No: 083 378 2025

**POST 20/68**

**HEAD CLINICAL UNIT (MEDICAL) GRADE 1 –ENT REF NO:**

**ECHEALTH/LIV/ ENT/01/05/2018**

**SALARY**

R1 550 331 – R1 645 464 per annum (OSD). Other Benefits: Commuted overtime (subject to signing of relevant contract)

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Dr M Maseloa Tel No: 083 378 2025
**POST 20/69**

**HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – RADIOLOGY**

**REF NO:** ECHEALTH/LIV/RAD/01/05/2018

**SALARY**

R1 550 331 – R1 645 464 per annum (OSD). Other Benefits: Commuted overtime (subject to signing of relevant contract)

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Dr M Maseleoa Tel No: 083 378 2025

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**POST 20/70**

**SENIOR MANAGER: MEDICAL SERVICES**

**REF NO:** ECHEALTH/SMMS/FRONH/01/05/2018

**SALARY**

R1 355 916 – R1 645 464 per annum (OSD)

**CENTRE**

Chris Hani District, Frontier Regional Hospital

**REQUIREMENTS**

Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA. A valid driver’s license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

**DUTIES**

Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Frontier Regional Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

**ENQUIRIES**

Ms Tywabi Tel No: 083 378 0777

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**POST 20/71**

**SENIOR MANAGER: MEDICAL SERVICES**

**REF NO:** ECHEALTH/SMMS/NMAH/01/05/2018

**SALARY**

R1 355 916 – R1 645 464 per annum (OSD)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA. A valid driver’s license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

DUTIES: Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

ENQUIRIES: Ms Makwedini Tel No: 083 378 0141

POST 20/72: CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/SSGH/01/05/2018

SALARY: R1 052 712 – R1 316 136 per annum (OSD)
CENTRE: Amathole District, SS Gida 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

ENQUIRIES: Ms Fumanisa Tel No: 040 658 0043

POST 20/73: CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/NKH/01/05/2018

SALARY: R1 052 712 – R1 316 136 per annum (OSD)
CENTRE: OR Tambo District, Nessie Knight 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 O.N Sotsaka – Tel No: 047 553 6007/8/9

POST 20/74 : CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/ABDH/01/05/2018

SALARY : R1 052 712 – R1 316 136 per annum (OSD)
CENTRE : Sarah Baartman District, Aberdeen 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 : Mr S Magxiva Tel No: 049 846 0497

POST 20/75 : CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/SVH/01/05/2018

SALARY : R1 052 712 – R1 316 136 per annum (OSD)
CENTRE : Sarah Baartman District, Sunday Valley 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 T.Fekema Tel No: 042 2300 406/432/567

OTHER POSTS

POST 20/76 : DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/NMAH/01/05/2018

SALARY : R756 525 - R851 463 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver’s license.

DUTIES: To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES: Ms Calaza - Tel No: 047 502 4320

POST 20/77: DEPUTY MANAGER: NURSING

SALARY: R756 525 - R851 463 per annum (OSD)

CENTRE: Chris Hani District, Frontier Regional Hospital

ENQUIRIES: Ms Calaza - Tel No: 047 502 4320
constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of Human, Financial and Physical resources.

ENQUIRIES : Mr J Johaar Tel No: 041 406 4435

POST 20/79 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MDZH/01/05/2018 (04 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies.

Grade 1: No Experience required.
Grade 2: Minimum of 5 years relevant experience after registration.
Grade 3: Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Mr P Sigola Tel No: 039 265 8200

POST 20/80 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/TBH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Mataiele)

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies.

Grade 1: No Experience required.
Grade 2: Minimum of 5 years relevant experience after registration.
Grade 3: Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Mr Kholiso Tel No: 039 737 3107

POST 20/81 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FBH/01/05/2018 (02 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)
CENTRE : Amathole District, Fort Bequest Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Ms NG Tsako Tel No: 040 673 3521

POST 20/83 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FTH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE : Amathole District, Nompumelelo Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Mr Zetu Tel No: 046 645 1111

POST 20/82 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/NOMH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE : Amathole District, Fort Bequest Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Ms NG Tsako Tel No: 040 673 3521

POST 20/83 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FTH/01/05/2018 (06 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES: Ms. N. Mthitshana Tel No: 043 709 2487/2532

POST 20/84: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/GRH/01/05/2018

SALARY: R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS: Buffalo City Metro, Grey Hospital

REQUIREMENTS:
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES: Ms Phillip Tel No: 043 643 3304

POST 20/85: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/NOMCHCH01/05/2018

SALARY: R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS: Buffalo City Metro, Nontyantambo CHC

REQUIREMENTS:
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES: Ms Hlulani Tel No: 043 7433 006/057

POST 20/86: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/ELLIH/01/05/2018

SALARY: R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE: Chris Hani District, Elliot Hospital

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REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Ms N.B Puza – Tel No: 045 931 1321

POST 20/87 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FWILSH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Frontier Hospital

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Mrs P Marongo – Tel No: 045 808 4272

POST 20/88 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FWILSH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
Grade 1: R736 425 – R793 341 per annum (OSD)
Grade 2: R842 028 – R920 703 per annum (OSD)
Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Wilhem Stahl Hospital

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Ms N.B Puza – Tel No: 045 931 1321
by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Mr Mbalula Tel No: 049 842 1111

POST 20/89 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/SBH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum (OSD)
           Grade 1: R736 425 – R793 341 per annum (OSD)
           Grade 2: R842 028 – R920 703 per annum (OSD)
           Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Ms NA Mafanekiso Tel No: 048 884 0241/2/3

POST 20/90 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/UPH/01/05/2018 (03 POSTS)

SALARY : R736 425 – R1 221 723 per annum (OSD)
           Grade 1: R736 425 – R793 341 per annum (OSD)
           Grade 2: R842 028 – R920 703 per annum (OSD)
           Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Mr P Oosthuizen Tel No: 049 995 1129

POST 20/91 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FH/01/05/2018

SALARY : R736 425 – R1 221 723 per annum. (OSD)
           Grade 1: R736 425 – R793 341 per annum (OSD)
           Grade 2: R842 028 – R920 703 per annum (OSD)
           Grade 3: R977 199 – R1 221 723 per annum (OSD)

CENTRE REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.
an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** A minimum of 5 years relevant experience after registration. **Grade 3:** A minimum of 10 years’ experience after registration.

**DUTIES**
- Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

**ENQUIRIES**
- Mrs P Marongo – Tel No: 045 808 4272

**POST 20/92**
- MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/JPH/01/05/2018 (03 POSTS)

**SALARY**
- R736 425 – R1 221 723 per annum (OSD)
  - Grade 1: R736 425 – R793 341 per annum (OSD)
  - Grade 2: R842 028 – R920 703 per annum (OSD)
  - Grade 3: R977 199 – R1 221 723 per annum (OSD)

**CENTRE**
- Nelson Mandela Metro, Jose Pearson TB Hospital

**REQUIREMENTS**
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years’ experience after registration.

**DUTIES**
- Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

**ENQUIRIES**
- Ms N Klassen Tel No: 041 372 8000

**POST 20/93**
- MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/SETTH01/05/2018

**SALARY**
- R736 425 – R1 221 723 per annum (OSD)
  - Grade 1: R736 425 – R793 341 per annum (OSD)
  - Grade 2: R842 028 – R920 703 per annum (OSD)
  - Grade 3: R977 199 – R1 221 723 per annum (OSD)

**CENTRE**
- Sarah Baartman District, Settlers Hospital

**REQUIREMENTS**
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years’ experience after registration.

**DUTIES**
- Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
ENQUIRIES : Ms S Diva Tel No: 046 602 5046

POST 20/94 : PHARMACIST GRADE 1-3 REF NO: ECHEALTH/ALNH/01/05/2018

SALARY : R615 945 – R781 611 per annum (OSD)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms Fourie Tel No: 051 633 7700

POST 20/95 : PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PEDEPOT/01/05/2018

SALARY : R615 945 – R781 611 per annum (OSD)
Grade 1: R615 945 – R653 742 per annum (OSD)
Grade 2: R673 494 – R714 819 per annum (OSD)
Grade 3: R736 425 – R781 611 per annum (OSD)

CENTRE : Nelson Mandela Metro, PE Pharmaceutical Depot
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
DUTIES
Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES
Ms U Xwayi Tel No: 041 406 9831
Mr M Diko Tel No: 047 532 5536

POST 20/96
PHARMACIST GRADE 1-3 REF NO: ECHEALTH/MTHADEPOT/01/05/2018

SALARY
R615 945 – R781 611 per annum (OSD)
Grade 1: R615 945 – R653 742 per annum (OSD)
Grade 2: R673 494 – R714 819 per annum (OSD)
Grade 3: R736 425 – R781 611 per annum (OSD)

CENTRE
OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES
Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality

ENQUIRIES
Mr M Diko Tel No: 047 532 5536

POST 20/97
PHARMACIST GRADE 1-3 REF NO: ECHEALTH/ABDH/01/05/2018

SALARY
R615 945 – R781 611 per annum (OSD)
Grade 1: R615 945 – R653 742 per annum (OSD)
Grade 2: R673 494 – R714 819 per annum (OSD)
Grade 3: R736 425 – R781 611 per annum (OSD)

CENTRE
Sarah Baartman District, Aberdeen Hospital

REQUIREMENTS
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES
Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality
improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Mr S Magxiva Tel No: 049 846 0497

POST 20/98 : ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE (03 POSTS)

SALARY : R546 315 – R614 874 per annum (OSD)
CENTRE : Kwazakhele CHC Ref No: ECHEALTH/AMN/KCHC/01/05/2018
Leticia Bam CHC Ref No: ECHEALTH/AMN/LB/01/05/2018
Mothenweli CHC Ref No: ECHEALTH/AMN/01/05/2018

REQUIREMENTS : Basic R425 qualification (Diploma/Degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC. Registration with SANC and proof of current registration. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literate. Valid driver's license. Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytic and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and non-technical personnel at various levels in the organization.

DUTIES : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24 hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 20/99 : ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/TBH/01/05/2018

SALARY : R499 953 – R579 579 per annum (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
ENQUIRIES : Ms Ngwebeni – Tel No: 039 257 0099

POST 20/100 : ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/AH/01/05/2018

SALARY : R499 953 – R579 579 per annum (OSD)
CENTRE : Sarah Baartman District, Aberdeen Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Mr S Magxiva Tel No: 049 846 0497

POST 20/101 : ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/PAH/01/05/2018

SALARY : R499 953 – R579 579 per annum (OSD)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms N Raco Tel No: 046 604 4000

POST 20/102 : ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/AH/01/05/2018

SALARY : R499 953 – R579 579 per annum (OSD)
CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key
priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

**DUTIES**
Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**
Ms L Mangesi Tel No: 040 653 1141

**POST 20/103**
OPERATIONAL MANAGER (SPECIALIST): ONCOLOGY NURSING SCIENCE PNB3 REF NO: ECHEALTHLVH/OMONC/01/05/2018
This is a re-advertisement. (Those who had applied before are welcome to apply again)

**SALARY**
R499 953 - R579 579 per annum (OSD)

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

**REQUIREMENTS**
Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Oncology Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC At least 5 years recognizable experience in Oncology Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Added Advantage: Must have a driver's license. One year Post basic Qualification in Nursing Administration. One year post basic qualification in Nursing Education.

**DUTIES**
Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information system.

**ENQUIRIES**
Ms Du Preez Tel No: 041 405 2647

**POST 20/104**
OPERATIONAL MANAGER (SPECIALTY): TRAUMA NURSING SCIENCE PNB3 REF NO: ECHEALTHLVH/OMT/01/05/2018
This is a re-advertisement. (Those who had applied before are welcome to apply again)

**SALARY**
R499 953 - R579 579 per annum (OSD)

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

**REQUIREMENTS**
Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Trauma Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC At least 5 years recognizable experience in Trauma Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added
Advantage: One year Post basic Qualification in Nursing Administration obtained from a recognised university. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver’s license

DUTIES
Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information systems.

ENQUIRIES
Ms. Du Preez Tel No: 041 405 2647

POST 20/105
OPERATIONAL MANAGER (SPECIALTY): SURGICAL WARD PNB3 REF NO: ECHEALTH/LVH/OMSW/01/05/2108
This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY
R499 953 – R579 579 per annum (OSD)

CENTRE
Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS
Diploma/ Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Trauma/ ICU/ Theatre Techniques. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years recognizable experience in Trauma/ICU/Theatre T Nursing after obtaining a post basic qualification in Trauma/ ICU/ Theatre Techniques Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added Advantage: One year Post basic Qualification in Nursing Administration obtained from a recognised university. One year post basic qualification in Nursing Education obtained from a recognised university. Valid driver’s license.

DUTIES
Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information system.

ENQUIRIES
Ms. Du Preez Tel No: 041 405 2647

POST 20/106
ASSISTANT DIRECTOR: OCCUPATIONAL THERAPIST REF NO: ECHEALTH/AD/OCCCT/JAN/UPH/01/03/2018

SALARY
R459 558 – R586 164 per annum (OSD)
CENTRE: Nelson Mandela Metro, Uitenhage Provincial Hospital

REQUIREMENTS: A Tertiary Qualification in Occupational Therapy/an appropriate qualification in Health Sciences or equivalent qualification. Enrolment with the relevant statutory body. Relevant experience of 3-5 years in a related field. Knowledge of related clinical practice. Professional competence and knowledge in the application of Clinical theory, practice, ethics in Health Care, current Clinical literature, current protocols as well as current health and Public Service Legislation, regulations and policies. Skills in terms of consultation, examination, Clinical Assessment, management and Clinical procedures.

DUTIES: To ensure that an effective Occupational Therapy services is delivered by the unit. Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during treatment. Apply the correct protocols to obtain optimal treatment. Develop and implement quality systems in line with National and International standards. Implement quality assurance programmes for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institutional level. Management of resources to ensure optimal service delivery at Institutional level. Supervision and evaluation of subordinates for efficient and effective workflow in the department. Organisation of staff to provide effective and efficient service delivery. Training of more advanced nature subordinates. Identify skills development needs. Monitor proper utilisation of equipment, stores and expenditure.

ENQUIRIES: Mr P Oosthuizen Tel No: 041 995 1129

POST 20/107: LECTURER GRADE 2 (CLINICAL HEALTH ASSESSMENT) REF NO: ECHEALTH/LCHA/ELC/01/05/2018 (02 POSTS)

SALARY: R418 701- R546 315 per annum (OSD)

CENTRE: Buffalo City Metro District, East London Campus

REQUIREMENTS: Master’s Degree/or equivalent qualification that would allow teaching the Post Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing Science allowing registration with SANC as a Professional Nurse with Post Basic Clinical Speciality. Clinical Health Assessment, Treatment and Care (PHC), Trauma Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care, Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

DUTIES: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision, monitoring and guidance of nursing students registered for the academic programme. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

ENQUIRIES: Ms Y Malgas Tel No: 040 608 9723

POST 20/108: LECTURER GRADE 2 (CLINICAL HEALTH ASSESSMENT) REF NO: ECHEALTH/LCHA /ELC/01/05/2018 (02 POSTS)

SALARY: R418 701- R546 315 per annum (OSD)

CENTRE: Nelson Mandela Metro District, Port Elizabeth Campus

REQUIREMENTS: Master’s Degree/or equivalent qualification that would allow teaching the Post Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing Science allowing registration with SANC as a Professional Nurse with Post Basic Clinical Speciality. Clinical Health Assessment, Treatment and Care (PHC), Trauma Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care, Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

DUTIES: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision,
monitoring and guidance of nursing students registered for the academic
programme. Participate in developing teaching modules, participate in Community
Based Education in all aspects. Ensure that the environment is conducive to learning
for students nurse

ENQUIRIES  : Ms Y Malgas Tel No: 040 608 9723

POST 20/109  : LECTURER GRADE 1 (TRAUMA NURSING SCIENCE) REF NO:
ECHEALTH/LTNS/PEC/01/05/2018 (02 POSTS)

SALARY  : R418 701- R546 315 per annum (OSD)
CENTRE  : Nelson Mandela Metro District, Port Elizabeth Campus
REQUIREMENTS  : Master’s Degree/or equivalent qualification that would allow teaching the Post
Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing
Science allowing registration with SANC as a Professional Nurse with Post Basic
Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma
Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care,
Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with
SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to
teach and function in a multi-disciplinary team. A recognizable current clinical
experience on the speciality applying for. Current annual license to practice with
SANC. Computer literacy and driver’s license.

DUTIES  : Facilitation of theoretical as well as clinical teaching in classroom and clinical
settings of the specific clinical specialist academic programmes. Provision of more
complex and advanced effective and efficient nursing education and training of
specialist nurses at the nursing college including research function. Supervision,
monitoring and guidance of nursing students registered for the academic
programme. Participate in developing teaching modules, participate in Community
Based Education in all aspects. Ensure that the environment is conducive to learning
for students nurse

ENQUIRIES  : Ms N Links Tel No: 043 700 9704 or Ms Y Malgas Tel No: 040 608 9723

POST 20/110  : LECTURER GRADE 2 (OPERATING THEATRE) REF NO:
ECHEALTH/LOT/PEC/01/05/2018

SALARY  : R418 701- R 546 315 per annum (OSD)
CENTRE  : Nelson Mandela Metro District, Port Elizabeth Campus
REQUIREMENTS  : Master’s Degree/or equivalent qualification that would allow teaching the Post
Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing
Science allowing registration with SANC as a Professional Nurse with Post Basic
Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma
Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care,
Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with
SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to
teach and function in a multi-disciplinary team. A recognizable current clinical
experience on the speciality applying for. Current annual license to practice with
SANC. Computer literacy and driver’s license.

DUTIES  : Facilitation of theoretical as well as clinical teaching in classroom and clinical
settings of the specific clinical specialist academic programmes. Provision of more
complex and advanced effective and efficient nursing education and training of
specialist nurses at the nursing college including research function. Supervision,
monitoring and guidance of nursing students registered for the academic
programme. Participate in developing teaching modules, participate in Community
Based Education in all aspects. Ensure that the environment is conducive to learning
for students nurse

ENQUIRIES  : Ms Y Malgas Tel No: 040 608 9723

POST 20/111  : LECTURER GRADE 2 (ADVANCED MIDWIFERY) REF NO:
ECHEALTH/LAM/MTH/PEC/01/05/2018

SALARY  : R418 701- R546 315 per annum (OSD)
CENTRE  : OR Tambo District, Mthatha Campus
REQUIREMENTS  : Master’s Degree/or equivalent qualification that would allow teaching the Post
Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing
Science allowing registration with SANC as a Professional Nurse with Post Basic
Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma
Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care,
Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with
SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to
teach and function in a multi-disciplinary team. A recognizable current clinical
experience on the speciality applying for. Current annual license to practice with
SANC. Computer literacy and driver’s license.

DUTIES  : Facilitation of theoretical as well as clinical teaching in classroom and clinical
settings of the specific clinical specialist academic programmes. Provision of more
complex and advanced effective and efficient nursing education and training of
specialist nurses at the nursing college including research function. Supervision,
monitoring and guidance of nursing students registered for the academic
programme. Participate in developing teaching modules, participate in Community
Based Education in all aspects. Ensure that the environment is conducive to learning
for students nurse

ENQUIRIES  : Ms Y Malgas Tel No: 040 608 9723
SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

**DUTIES**: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision, monitoring and guidance of nursing students registered for the academic programme. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES**: Ms Y Malgas Tel No: 040 608 9723

**POST 20/112**: LECTURER GRADE 2 (ORTHOPAEDICS NURSING) REF NO: ECHEALTH/LON/ MTHAC/01/05/2018

**SALARY**: R418 701- R546 315 per annum (OSD)

**CENTRE**: OR Tambo District, Mthatha Campus

**REQUIREMENTS**: Master’s Degree/or equivalent qualification that would allow teaching the Post Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing Science allowing registration with SANC as a Professional Nurse with Post Basic Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care, Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

**DUTIES**: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision, monitoring and guidance of nursing students registered for the academic programme. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES**: Ms Y Malgas Tel No: 040 608 9723

**POST 20/113**: LECTURER GRADE 2 (ADVANCED MIDWIFERY) REF NO: ECHEALTH/LAM/ QTC/01/05/2018

**SALARY**: R418 701- R546 315 per annum (OSD)

**CENTRE**: Chris Hani District, Queenstown Campus

**REQUIREMENTS**: Master’s Degree/or equivalent qualification that would allow teaching the Post Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing Science allowing registration with SANC as a Professional Nurse with Post Basic Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care, Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

**DUTIES**: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision, monitoring and guidance of nursing students registered for the academic programme. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES**: Ms Y Malgas Tel No: 040 608 9723
POST 20/114 : LECTURER GRADE 2 (CLINICAL HEALTH ASSESSMENT) REF NO: ECHEALTH/LCHA/QTC/01/05/2018 (02 POSTS)

SALARY : R418 701- R546 315 per annum (OSD)
CENTRE : Chris Hani District, Queenstown Campus
REQUIREMENTS : Master's Degree/or equivalent qualification that would allow teaching the Post Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing Science allowing registration with SANC as a Professional Nurse with Post Basic Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care, Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

DUTIES : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision, monitoring and guidance of nursing students registered for the academic programme. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

ENQUIRIES : Ms Y Malgas Tel No: 040 608 9723

POST 20/115 : LECTURER GRADE 2 (OPHTHALMOLOGICAL NURSING) REF NO: ECHEALTH/ON/QTC/01/05/2018

SALARY : R418 701- R546 315 per annum (OSD)
CENTRE : Chris Hani District, Queenstown Campus
REQUIREMENTS : Master's Degree/or equivalent qualification that would allow teaching the Post Graduate Diploma/s currently pegged at NQF Level 8, Degree/Diploma in Nursing Science allowing registration with SANC as a Professional Nurse with Post Basic Clinical Speciality: Clinical Health Assessment, Treatment and Care (PHC), Trauma Nursing Science and Operating Theatre, Advanced Midwifery and Neonatal Care, Orthopaedic Nursing Science and Ophthalmic Nursing Science registered with SANC, and Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A recognizable current clinical experience on the speciality applying for. Current annual license to practice with SANC. Computer literacy and driver’s license.

DUTIES : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings of the specific clinical specialist academic programmes. Provision of more complex and advanced effective and efficient nursing education and training of specialist nurses at the nursing college including research function. Supervision, monitoring and guidance of nursing students registered for the academic programme. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

ENQUIRIES : Ms Y Malgas Tel No: 040 608 9723

POST 20/116 : CHIEF SPEECH & AUDIOLOGY REF NO: ECHEALTH/CSA/FRONTH/01/05/2018

SALARY : R414 069 - R459 558 per annum (OSD)
CENTRE : Chris Hani District, Frontier Hospital
REQUIREMENTS : Degree/Diploma in Speech and Audiology. Current registration with HPCSA as a Speech therapist / Audiologist. Service Delivery innovation in line with Batho Pele Principles. Good Written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Speech and Audiology.

DUTIES : Render Speech and Audiology Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to
related training activities. Promote and market Speech and Audiology Occupational Therapy Services in the institution.

ENQUIRIES : Mrs P Marongo – Tel No: 045 808 4272

POST 20/117 : CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: ECHEALTH/LVH/CPT/01/05/2018

SALARY : R414 069 – R459 558 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a Physiotherapist. (3) Three years’ experience as a physiotherapist. Current registration with the HPCSA as a physiotherapist. Valid Driver’s license. Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES : To administer the operations, management and good governance of physiotherapy services including the staff and student allocations as well as all the resources in the Department. Manage the provision of quality physiotherapy services in the Department, through the implementation of appropriate systems and measures. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of physiotherapy services. Participate in the development of internal policy, and interact with other related professions. Within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES : Mrs Z Thaver Tel No: 041 405 2260/1

POST 20/118 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/VICH/01/05/2018 (02 POSTS)

SALARY : R340 431 –R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Mr P Sigola Tel No: 039 255 8200

POST 20/119 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/CMH/01/05/2018 (02 POSTS)

SALARY : R340 431 –R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilla Makiwane Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic
nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

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

**ENQUIRIES**

- Ms Langeni Tel No: 043 708 2121

**POST 20/120**

- **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:** ECHEALTH/PROFS/SIYAC/01/05/2018 (04 POSTS)

**SALARY**

- R340 431 – R514 962 per annum (OSD)
  - Grade 1: R340 431 – R394 665 per annum (OSD)
  - Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**

- Buffalo City Metro, Nkubela TB Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

- Ms P Mncotso Tel No: 043 761 2131

**POST 20/121**

- **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:** ECHEALTH/PROFS/SIYAC/01/05/2018 (04 POSTS)

**SALARY**

- R340 431 – R514 962 per annum (OSD)
  - Grade 1: R340 431 – R394 665 per annum (OSD)
  - Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**

- Buffalo City Metro, Siyabulela Clinic

**REQUIREMENTS**

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

**DUTIES**

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

ENQUIRIES: Ms Hlulani Tel. No: 043 7433 006/057

POST 20/122: CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/CNP/HILLSC/01/10/2017

SALARY: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: Senqu District, Hillside Clinic

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

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

ENQUIRIES: Ms JV Tobela Tel No: 051 611 0825

POST 20/123: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/STEH/01/05/2018

SALARY: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

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

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

ENQUIRIES: Mr M Nozaza Tel No: 039 253 5012

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POST 20/124

PROFESSIONAL NURSE SPECIALTY GRADE 1-2

REF NO: ECHEALTH/PROFS/JANS/H/01/05/2018

SALARY

R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE

Sarah Baartman District, Jansenville Hospital

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms T Marenene Tel No: 049 836 0588

POST 20/125

PROFESSIONAL NURSE SPECIALTY GRADE 1-2

REF NO: ECHEALTH/PROFS/ELUC/01/05/2018

SALARY

R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE

Maluti Sub-District, Elukholweni Clinic

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms TC Ndukwana Tel No: 039 256 0518

POST 20/126

PROFESSIONAL NURSE SPECIALTY GRADE 1-2

REF NO: ECHEALTH/PROFS/TC/01/05/2018

SALARY

R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE

Maluti Sub-District, Thabachicha Clinic

REQUIREMENTS

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

**DUTIES**

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

**ENQUIRIES**

Ms TC Ndukwana Tel No: 039 256 0518

**POST 20/127**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:
ECHEALTH/PROFS/AMAC/01/05/2018

**SALARY**

R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**

Umzimvubu Sub-District, Amandengane Clinic

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms D.N Mdanyana – Tel No: 039 727 2090

**POST 20/128**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:
ECHEALTH/PROFS/LUC/01/05/2018

**SALARY**

R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**

Umzimvubu Sub- District, Luyengweni Clinic

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**: Ms D.N Mdanyana – Tel No: 039 727 2090

**POST 20/129**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/MAC/01/05/2018

**SALARY**:
- R340 431 – R514 962 per annum (OSD)
- Grade 1: R340 431 – R394 665 per annum (OSD)
- Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**:
- Umzimvubu Sub-District, Maphaleni Clinic

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

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

**ENQUIRIES**: Ms D.N Mdanyana – Tel No: 039 727 2090

**POST 20/130**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/NDAC/01/05/2018

**SALARY**:
- R340 431 – R514 962 per annum (OSD)
- Grade 1: R340 431 – R394 665 per annum (OSD)
- Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**:
- Umzimvubu Sub-District, Ndawenzima Clinic

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

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

**ENQUIRIES**: Ms D.N Mdanyana – Tel No: 039 727 2090

**POST 20/131**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/MAC/01/05/2018

**SALARY**:
- R340 431 – R514 962 per annum (OSD)
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>REQUIREMENTS</th>
<th>Grade 1: R340 431 – R394 665 per annum (OSD)</th>
<th>Grade 2: R394 665 – R514 962 per annum (OSD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maluti Sub-District, Magadla Clinic</td>
<td>Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. <strong>Grade 1</strong>: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <strong>Grade 2</strong>: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.</td>
<td>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.</td>
<td><strong>ENQUIRIES</strong> : Ms TC Ndukwana Tel No: 039 256 0518</td>
</tr>
<tr>
<td>KSD District, Bityi Clinic</td>
<td>Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. <strong>Grade 1</strong>: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <strong>Grade 2</strong>: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.</td>
<td>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.</td>
<td><strong>ENQUIRIES</strong> : Ms O Gcagca – Tel No: 047 531 0823</td>
</tr>
<tr>
<td>KSD District, Mahlungulu Clinic</td>
<td>Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. <strong>Grade 1</strong>: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <strong>Grade 2</strong>: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.</td>
<td>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.</td>
<td><strong>ENQUIRIES</strong> :</td>
</tr>
</tbody>
</table>
Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

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

**ENQUIRIES**
- Ms O Gcagca – Tel No: 047 531 0823

**POST 20/134**
- **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:** ECHEALTH/PROFS/MAC/01/05/2018

**SALARY**
- R340 431 – R514 962 per annum (OSD)
  - Grade 1: R340 431 – R394 665 per annum (OSD)
  - Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**
- KSD District, Maxwele Clinic

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

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

**ENQUIRIES**
- Ms O Gcagca – Tel No: 047 531 0823

**POST 20/135**
- **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:** ECHEALTH/PROFS/MPUC/01/05/2018

**SALARY**
- R340 431 – R514 962 per annum (OSD)
  - Grade 1: R340 431 – R394 665 per annum (OSD)
  - Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**
- KSD District, Mpunzana Clinic

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

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
ENQUIRIES : Ms O Gcagca Tel No: 047 531 0823

POST 20/136 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/GONC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Buffalo City Metro, Gonubie Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. 

Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Ms Hlulani Tel No: 043 7433 006/057

POST 20/137 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/BAC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Intsika Yethu Sub-District, Banzi Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. 

Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Ms A Mabentsela Tel No: 047 874 0079

POST 20/138 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/BIC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Intsika Yethu Sub-District, Bilatye Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. 

Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant specialty.
nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisble experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

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

**ENQUIRIES**

Ms A Mabentsela Tel No: 047 874 0079

**POST 20/139:**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/BOC/01/05/2018

**SALARY**

R340 431 – R514 962 per annum (OSD)

Grade 1: R340 431 – R394 665 per annum (OSD)

Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE REQUIREMENTS**

Mbashe Sub-District, Bolotwa Clinic

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

**DUTIES**

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

**ENQUIRIES**

Ms X Bushula Tel No: 047 849 2417/16

**POST 20/140:**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/ISIC/01/05/2018

**SALARY**

R340 431 – R514 962 per annum (OSD)

Grade 1: R340 431 – R394 665 per annum (OSD)

Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE REQUIREMENTS**

Intsika Yethu Sub-District, Isikhoba Clinic

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

**DUTIES**

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

ENQUIRIES: Ms A Mabentsela – Tel No: 047 874 0079

POST 20/141
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/I-MC/01/05/2018

SALARY: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: Intsika Yethu Sub-District, Mncuncuzo Clinic

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

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

ENQUIRIES: Ms A Mabentsela – Tel No: 047 874 0079

POST 20/142
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/IS/01/05/2018

SALARY: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: Intsika Yethu Sub-District, Lower Seplan Clinic

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

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

ENQUIRIES: Ms A Mabentsela – Tel No: 047 874 0079
POST 20/143 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECEALTH/PROFS/LUC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Intsika Yethu Sub-District, Lubisi Clinic

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

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

ENQUIRIES : Ms A Mabentsela – Tel No: 047 874 0079

POST 20/144 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECEALTH/PROFS/LUTC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Intsika Yethu Sub-District, Luthuli Clinic

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

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

ENQUIRIES : Ms A Mabentsela – Tel No: 047 874 0079

POST 20/145 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECEALTH/PROFS/MAGC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Intsika Yethu Sub-District, Magwala Clinic

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

**DUTIES**

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

**ENQUIRIES**

Ms A Mabentsela – Tel No: 047 874 0079

**POST 20/146**

**PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:**

**ECHEALTH/PROFS/MAHC/01/05/2018**

**SALARY**

R340 431 – R514 962 per annum (OSD)

Grade 1: R340 431 – R394 665 per annum (OSD)

Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE REQUIREMENTS**

Intsika Yethu Sub-District, Mahlubini Clinic

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms A Mabentsela Tel No: 047 874 0079

**POST 20/147**

**PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:**

**ECHEALTH/PROFS/AHBNC/01/05/2018**

**SALARY**

R340 431 – R514 962 per annum (OSD)

Grade 1: R340 431 – R394 665 per annum (OSD)

Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE REQUIREMENTS**

Maletswai Sub District, Aliwal North Block H Clinic

**REQUIREMENTS**

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

**DUTIES**

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

ENQUIRIES : Ms Ndamane Tel No: 051 633 8892

POST 20/148 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/EUC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Joe Gqabi District, Eureka Clinic

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

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

ENQUIRIES : Ms Ndamane Tel No: 051 633 8892

POST 20/149 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/DPS/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE : Nelson Mandela Metro, Du Preez Street Clinic

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

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

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 20/150 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/GLC/01/05/2018

SALARY : R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: Nelson Mandela Metro, Gustav Lamour Clinic

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

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

ENQUIRIES: Ms P Makuluma Tel No: 041 391 8164

POST 20/151: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/LUC/01/05/2018

SALARY: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: Nelson Mandela Metro, Lukhanyo Clinic

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

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

ENQUIRIES: Ms P Makuluma Tel No: 041 391 8164

POST 20/152: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/CENC/01/05/2018

SALARY: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE: Nelson Mandela Metro, Central Clinic

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

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

**ENQUIRIES:**
- Ms P Makuluma Tel No: 041 391 8164

**POST 20/153:**
- **PROFESSIONAL NURSE SPECIALTY GRADE 1-2**
- **REF NO:** ECHEALTH/PROFS/KC/01/05/2018
- **SALARY:**
  - R340 431 – R514 962 per annum (OSD)
  - Grade 1: R340 431 – R394 665 per annum (OSD)
  - Grade 2: R394 665 – R514 962 per annum (OSD)
- **CENTRE:** Nelson Mandela Metro, Kwadwesi Clinic
- **REQUIREMENTS:**
  - Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
- **DUTIES:**
  - Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).
  - Implement standards, practices, criteria and indicators for quality nursing (quality practice).
  - Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

**ENQUIRIES:**
- Ms P Makuluma Tel No: 041 391 8164

**POST 20/154:**
- **PROFESSIONAL NURSE SPECIALTY GRADE 1-2**
- **REF NO:** ECHEALTH/PROFS/LGC/01/05/2018
- **SALARY:**
  - R340 431 – R514 962 per annum (OSD)
  - Grade 1: R340 431 – R394 665 per annum (OSD)
  - Grade 2: R394 665 – R514 962 per annum (OSD)
- **CENTRE:** Nelson Mandela Metro, L Grange Clinic
- **REQUIREMENTS:**
  - Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty . Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
- **DUTIES:**
  - Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).
  - Implement standards, practices, criteria and indicators for quality nursing (quality practice).
  - Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

**ENQUIRIES:**
- Ms P Makuluma Tel No: 041 391 8164
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<td>Grade 2: R394 665 – R514 962 per annum (OSD)</td>
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<td>CENTRE</td>
<td>Camdeboo Sub-District, Brug Straat Clinic</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.</td>
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<td>ENQUIRIES</td>
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<td>CENTRE</td>
<td>Camdeboo Sub-District, Horseshoe Clinic</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.</td>
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<td>Grade 2: R394 665 – R514 962 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Camdeboo Sub-District, Kroon Vale Clinic</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.</td>
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<td>DUTIES</td>
<td>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.</td>
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**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

**ENQUIRIES**: Ms Buyiselo Tel No: 049 893 0031

**POST 20/158**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/KZC/01/05/2018

**SALARY**: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**: Camdeboo Sub-District, Kwavumukucina Clinic

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

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

**ENQUIRIES**: Ms Buyiselo Tel No: 049 893 0031

**POST 20/159**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/NB/01/05/2018

**SALARY**: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**: Camdeboo Sub-District, Nieu-Bethesda Clinic

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

**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
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**ENQUIRIES**
Ms Buyiselo Tel No: 049 893 0031

**POST 20/160**
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/WC/01/05/2018

**SALARY**
R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**
Camdeboo Sub-District, Wongalethu Clinic

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

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

**ENQUIRIES**
Ms Buyiselo Tel No: 049 893 0031

**POST 20/161**
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/BC/01/05/2018

**SALARY**
R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**
Kouga Sub-district, Bergsig Clinic

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

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

**ENQUIRIES**
Mr D Ntuli Tel No: 042 200 4214

**POST 20/162**
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/CC/01/05/2018

**SALARY**
R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE
Kouga Sub-district, Clarkson Clinic

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

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

ENQUIRIES
Mr D Ntuli Tel No: 042 200 4214

POST 20/163
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/KC/01/05/2018

SALARY
R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE
Kouga Sub-district, Krakeel Clinic

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

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

ENQUIRIES
Mr D Ntuli Tel No: 042 200 4214

POST 20/164
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/KC/01/05/2018

SALARY
R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

CENTRE
Kouga Sub-district, Loerie Clinic

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

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

**ENQUIRIES**: Mr D Ntuli Tel No: 042 200 4214

**POST 20/165**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/MC/01/05/2018

**SALARY**: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**: Kouga Sub-district, Misgurd Clinic

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

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

**ENQUIRIES**: Mr D Ntuli Tel No: 042 200 4214

**POST 20/166**: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/SC/01/05/2018

**SALARY**: R340 431 – R514 962 per annum (OSD)
Grade 1: R340 431 – R394 665 per annum (OSD)
Grade 2: R394 665 – R514 962 per annum (OSD)

**CENTRE**: Kouga Sub-district, Sanddrif Clinic

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

**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
ENQUIRIES : Mr D Ntuli Tel No: 042 200 4214

POST 20/167 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/TC/01/05/2018

CENTRE : Kouga Sub-district, Thornhill Clinic

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

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

ENQUIRIES : Mr D Ntuli Tel No: 042 200 4214

POST 20/168 : LECTURER GRADE 1-PND1 REF NO: ECHEALTH/L-PND1/ LUSIKISC/01/05/2018 (07 POSTS)

CENTRE : OR Tambo District, Lusikisiki Campus

REQUIREMENTS : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four years appropriate/recognizable experience after registration with SANC in General Nursing.

DUTIES : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

ENQUIRIES : Ms Y Malgas Tel No: 040 608 9723

POST 20/169 : LECTURER GRADE 1-PND1 REF NO: ECHEALTH/L-PND1//ELC/01/05/2018/03 POSTS

CENTRE : Buffalo City Metro District, East London Campus

REQUIREMENTS : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four years appropriate/recognizable experience after registration with SANC in General Nursing.

DUTIES : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

ENQUIRIES : Ms Y Malgas Tel No: 040 608 9723

POST 20/170 : LECTURER GRADE 1-PND1 REF NO: ECHEALTH/L-PND1//QTC/01/05/2018

CENTRE : R340 431 - R394 665 per annum (OSD)
CENTRE: Chris Hani District, Queenstown Campus
REQUIREMENTS: Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practicing certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four years appropriate/recognizable experience after registration with SANC in General Nursing.
DUTIES: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
ENQUIRIES: Ms Y Malgas Tel No: 040 608 9723
POST 20/171: LECTURER GRADE 1- PND1 REF NO: ECHEALTH/LEC/PND1/PEC/01/05/2018
SALARY: R340 431 - R394 665 per annum (OSD)
CENTRE: Nelson Mandela Metro, Port Elizabeth Campus
REQUIREMENTS: Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practicing certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four years appropriate/recognizable experience after registration with SANC in General Nursing.
DUTIES: Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
ENQUIRIES: Ms Y Malgas Tel No: 040 608 9723
POST 20/172: DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIET/LTH/01/05/2018
SALARY: R281 148 – R473 445 per annum (OSD)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS: A Degree/National Diploma in Dietetics. Must be registered with the Health Professions Council of South Africa as a Dietician. One year post Community Service experience. Ability to work as a member of a multi-disciplinary team. Good written and verbal communication skills. Computer literacy. Good understanding and application of rehabilitation policies. Valid code 8 driver’s license.
DUTIES: To provide Dietetics services, thereby ensuring an optimal health care services. To use initiative to identify opportunities to expand existing services with other stakeholders. Adopt the principles of the primary health care approaches by ensuring effective service delivery in line with the Batho Pele Principles. Establish outreach programmes.
ENQUIRIES: Ms. Du Preez Tel No: 041 405 2647
POST 20/173: PHYSIOTHERAPIST GRADE 1 -3 REF NO: ECHEALTH/PHY/DMMH/01/05/2018
SALARY: R281 148 – R473 445 per annum (OSD)
CENTRE: OR Tambo District, Dr Malizo Mpehle Hospital
REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures.
DUTIES: Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.
ENQUIRIES: Ms Makalima Tel No: 047 542 6300
POST 20/174: SPEECH & AUDIOLOGIST GRADE 1-3 REF NO: ECHEALTH/OT1-3/AN/MRH/01/05/2018 (02 POSTS)
SALARY: R281 148 – R473 445 per annum (OSD)
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS:
Degree/Diploma in Speech and Audio. Proof of current registration with HPCSA as a Speech therapist / Audiologist. Service Delivery innovation in line with Bathe Pele Principles. Good Written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Speech and Audiology.

DUTIES:
Render Speech and Audiology Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Speech and Audiology Occupational Therapy Services in the institution.

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

POST 20/175:
RADIOGRAPHER GRADE 1 REF NO: ECHEALTH/RGR/BJVH/01/05/2018

SALARY:
R281 148 – R473 445 per annum (OSD)

CENTRE:
Sarah Baartman District, BJ Voster Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic Radiography.

DUTIES:
Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES:
Ms G Sikiwe Tel No: 042 288 0210

POST 20/176:
OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT1-3/HDPH/01/05/2018

SALARY:
R281 148 – R473 445 per annum (OSD)

CENTRE:
Sarah Baartman District, Humansdorp Hospital

REQUIREMENTS:
Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.

DUTIES:
Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.

ENQUIRIES:
Ms Barnard Tel No: 042 200 4279/282

POST 20/177:
PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHY/HDPH/01/05/2018

SALARY:
R281 148 – R473 445 per annum (OSD)

CENTRE:
Sarah Baartman District, Humansdorp Hospital

REQUIREMENTS:
Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service
regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures.

**DUTIES**

Artisan: Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

**ENQUIRIES**

Ms Barnard Tel No: 042 200 4279/282

**POST 20/178**

SPEECH & AUDIOLOGIST GRADE 1-3 REF NO: ECHEALTH/OT1-3/AN/HDPH/01/05/2018 (02 POSTS)

**SALARY**

R281 148 – R473 445 per annum (OSD)

**CENTRE**

Sarah Baartman District, Humansdorp Hospital

**REQUIREMENTS**

Degree/Diploma in Speech and Audio. Proof of current registration with HPCSA as a Speech therapist / Audiologist. Service Delivery innovation in line with Bathe Pele Principles. Good Written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Speech and Audiology.

**DUTIES**

Render Speech and Audiology Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Speech and Audiology Occupational Therapy Services in the institution.

**ENQUIRIES**

Ms Barnard Tel No: 042 200 4279/282

**POST 20/179**

OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT1-3/SH/01/05/2018

**SALARY**

R281 148 – R473 445 per annum (OSD)

**CENTRE**

Sarah Baartman District, Settlers Hospital

**REQUIREMENTS**

Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.

**DUTIES**

Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.

**ENQUIRIES**

Ms S Diva Tel No: 046 602 5046

**POST 20/180**

CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/JH/01/05/2018

**SALARY**

R226 611 - R266 943 per annum (Level 07)

**CENTRE**

Sarah Baartman District, Jansenville Hospital

**REQUIREMENTS**

Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

**DUTIES**

Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

**ENQUIRIES**

Ms T Marenene Tel No: 049 836 0588
### DUTIES
- Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

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

### ENQUIRIES
- Ms S Diva Tel: 046 602 5046

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

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

### ENQUIRIES
- Ms NG Tsako Tel No: 040 673 3321

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

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

### ENQUIRIES
- Ms NG Tsako Tel No: 040 673 3321
innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDs). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES
Ms B Mngxe Tel No: 043 643 4775/6

POST 20/184
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/HAMC01/05/2018

SALARY
R226 083 –R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE
Amahlathi Sub-District, Hamburg Clinic

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

DUTIES

ENQUIRIES
Ms B Mngxe Tel No: 043 643 4775/6

POST 20/185
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/GWAC01/05/2018

SALARY
R226 083 –R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE
Mbhashe Sub-district, Gwadu Clinic

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

DUTIES

105
ENQUIRIES : Ms X Bushula Tel No: 047 489 2417/16

POST 20/186 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/WILLCHC01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE : Mbashe Sub-district, Willowvale CHC

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

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

ENQUIRIES : Ms X Bushula Tel No: 047 489 2417/16

POST 20/187 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/XHOCHC01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE : Mbashe Sub-district, Xhora CHC

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

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

ENQUIRIES : Ms X Bushula Tel No: 047 489 2417/16

POST 20/188 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/NQAMCHC/01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
**CENTRE**: Amathole District, Victoria Hospital

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

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

**ENQUIRIES**:
- Ms N Tengwa Tel No: 047 491 0740

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**CENTRE**: Mnquma Sub-district, Nqamakwe CHC

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

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

**ENQUIRIES**:
- Ms Fumanisa Tel No: 040 658 0043

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**CENTRE**: Amathole District, SS Gida Hospital

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

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

**ENQUIRIES**:
- Ms N Tengwa Tel No: 047 491 0740

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**CENTRE**: Amathole District, Nqamakwe CHC

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

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

**ENQUIRIES**:
- Ms Fumanisa Tel No: 040 658 0043

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Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**: Amathole District, Victoria Hospital

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

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

**ENQUIRIES**:
- Ms N Tengwa Tel No: 047 491 0740

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**CENTRE**: Amathole District, Victoria Hospital

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

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

**ENQUIRIES**:
- Ms N Tengwa Tel No: 047 491 0740
Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

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

**ENQUIRIES**: Ms L Mangesi Tel No: 040 653 1141.

**POST 20/191**:  
**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO**: ECHEALTH/PROFG/CMH/01/05/2018

**SALARY**:  
Grade 1: R226 083 – R262 092 per annum (OSD)  
Grade 2: R273 052 – R322 344 per annum (OSD)  
Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**: Amathole District, Nompumelelo Hospital

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

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

**ENQUIRIES**: Ms NG Tsako Tel No: 040 673 3321

**POST 20/192**:  
**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO**: ECHEALTH/PROFG/NOMPH/01/05/2018 (08 POSTS)

**SALARY**:  
Grade 1: R226 083 – R262 092 per annum (OSD)  
Grade 2: R273 052 – R322 344 per annum (OSD)  
Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**: Buffalo City Metro, Cecila Makiwane Hospital

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

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

ENQUIRIES : Ms P Mncotso Tel No: 043 708 2121

POST 20/193 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECEALTH/PROFG/NKQH01/05/2018 (04 POSTS)

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Nkubela TB Hospital

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

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

ENQUIRIES : Ms Langeni Tel No: 043 761 2131

POST 20/194 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECEALTH/PROFG/DRAC/01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Drake Road Clinic

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

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

ENQUIRIES : Ms Hlulani Tel. No. 043 7433 006/057

POST 20/195 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/MASIC/01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE : Buffalo City Metro, Masiphile Clinic

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

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

ENQUIRIES : Ms Hlulani Tel. No: 043 7433 006/057

POST 20/196 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/SWEETC/01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE : Buffalo City Metro, Sweetwaters Clinic

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

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

ENQUIRIES : Ms Hlulani Tel No: 043 7433 006/057
<table>
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<th>POST 20/197</th>
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<td>Grade 1: R226 083 – R262 092 per annum (OSD)</td>
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<td>CENTRE</td>
<td>OR Tambo District, St Barnabas Hospital</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification</td>
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<td>that allows registration with the SANC as a Professional Nurse. Proof of current</td>
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<td>registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years</td>
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<td>appropriate / recognisable experience in Nursing after registration as a Professional</td>
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<td>Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years</td>
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<td>DUTIES</td>
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<td>legislation. Provide safe therapeutic environment. Monitor patient activities. Perform</td>
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<td>standard procedures in terms of policies and procedures. Adopt multidisciplinary</td>
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<td>approach to promote holistic patient/client care. Maintain clinical competence by</td>
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<td>ensuring that scientific principles of nursing care is implemented. Maintain accurate</td>
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<td>and complete patient records. Maintain client satisfaction through quality service</td>
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<td>innovation and professional nursing care by upholding the Batho Pele principles and</td>
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<td>patient’s rights. To ensure efficient and effective utilisation of resources. Render</td>
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<td>quality nursing care to patients to take overall management of the unit in the absence</td>
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<td>of the Operational Manager. Evaluate staff performance adhering to the set standards</td>
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<td>of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled</td>
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<td>drugs. Required to work day and night duty. Any other duties as required by the</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr U Toni – Tel No: 047 555 5300</td>
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<td>CENTRE</td>
<td>Nelson Mandela Metro, Empilweni TB Hospital</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification</td>
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<td>that allows registration with the SANC as a Professional Nurse. Proof of current</td>
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<td>registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years</td>
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<td>Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years</td>
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<td>appropriate / recognisable experience in Nursing after registration as a Professional</td>
</tr>
<tr>
<td></td>
<td>Nurse with the SANC in General Nursing.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Execute duties and functions with proficiency within prescripts of the applicable</td>
</tr>
<tr>
<td></td>
<td>legislation. Provide safe therapeutic environment. Monitor patient activities. Perform</td>
</tr>
<tr>
<td></td>
<td>standard procedures in terms of policies and procedures. Adopt multidisciplinary</td>
</tr>
<tr>
<td></td>
<td>approach to promote holistic patient/client care. Maintain clinical competence by</td>
</tr>
<tr>
<td></td>
<td>ensuring that scientific principles of nursing care is implemented. Maintain accurate</td>
</tr>
<tr>
<td></td>
<td>and complete patient records. Maintain client satisfaction through quality service</td>
</tr>
<tr>
<td></td>
<td>innovation and professional nursing care by upholding the Batho Pele principles and</td>
</tr>
<tr>
<td></td>
<td>patient’s rights. To ensure efficient and effective utilisation of resources. Render</td>
</tr>
<tr>
<td></td>
<td>quality nursing care to patients to take overall management of the unit in the absence</td>
</tr>
<tr>
<td></td>
<td>of the Operational Manager. Evaluate staff performance adhering to the set standards</td>
</tr>
<tr>
<td></td>
<td>of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled</td>
</tr>
<tr>
<td></td>
<td>drugs. Required to work day and night duty. Any other duties as required by the</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms B Bomela Tel No: 041 406 7606/36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 20/199</th>
<th>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/UPH/01/05/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R226 083 – R431 262 per annum (OSD)</td>
</tr>
<tr>
<td></td>
<td>Grade 1: R226 083 – R262 092 per annum (OSD)</td>
</tr>
<tr>
<td></td>
<td>Grade 2: R273 052 – R322 344 per annum (OSD)</td>
</tr>
<tr>
<td></td>
<td>Grade 3: R340 431 – R431 262 per annum (OSD)</td>
</tr>
</tbody>
</table>
Nurse with the SANC in General Nursing.

appropriate / recognisable experience in Nursing after registration.

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

ENQUIRIES

Mr P Oosthuizen Tel No: 041 995 1129

POST 20/200

**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:** ECHEALTH/PROFG/SETTH/01/05/2018

**SALARY**

R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**

Sarah Baartman District, Settlers Hospital

**REQUIREMENTS**

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

**DUTIES**

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

ENQUIRIES

Ms S Diva Tel No: 046 602 5046

POST 20/201

**PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:** ECHEALTH/PROFG/JOUBCHC/01/05/2018

**SALARY**

R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**

Sarah Baartman District, Joubertina CHC

**REQUIREMENTS**

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

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

**ENQUIRIES**
- Mr D Ntuli Tel No: 042 200 4214

**POST 20/202**
- **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:** ECHEALTH/PROFG/MASAC/01/05/2018

**SALARY**
- R226 083 – R431 262 per annum (OSD)
  - Grade 1: R226 083 – R262 092 per annum (OSD)
  - Grade 2: R273 052 – R322 344 per annum (OSD)
  - Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**
- Kouga Sub-district, Masakane Clinic

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

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

**ENQUIRIES**
- Mr D Ntuli Tel No: 042 200 4214

**POST 20/203**
- **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:** ECHEALTH/PROFG/NDLUC/01/05/2018

**SALARY**
- R226 083 – R431 262 per annum (OSD)
  - Grade 1: R226 083 – R262 092 per annum (OSD)
  - Grade 2: R273 052 – R322 344 per annum (OSD)
  - Grade 3: R340 431 – R431 262 per annum (OSD)

**CENTRE**
- Makana Sub-district, Ndlukulu Clinic

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

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

ENQUIRIES : Mr Qalani Tel No: 046 622 4901

POST 20/204 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/SETTH/01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District, Settlers Hospital

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

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

ENQUIRIES : Ms S Diva Tel No: 046 602 5046

POST 20/205 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/SETTH/01/05/2018

SALARY : R226 083 – R431 262 per annum (OSD)
Grade 1: R226 083 – R262 092 per annum (OSD)
Grade 2: R273 052 – R322 344 per annum (OSD)
Grade 3: R340 431 – R431 262 per annum (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District, Settlers Hospital

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

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

ENQUIRIES : Ms S Diva Tel No: 046 602 5046

POST 20/206 : SUPPLEMENTARY DIAGNOSTIC RADIOGRAPHER – REF NO: ECHEALTH/SDR/CH/01/05/2018

SALARY : R185 301 – R211 845 per annum (OSD)
CENTRE : Chris Hani District, Cala Hospital
DUTIES : To provide high quality Diagnostic Radiography services. To promote good health practices and ensure optimal patients care. To execute all clinical procedures competently to prevent complications. To promote good health practices to patients in need of radiography. To provide a 24 hour radiographic services including weekends and public holidays. To comply with and promote Batho Pele principles in the execution of all duties for effective service delivery. To comply with safety radiation protection standards. Ability to work with a team.

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

POST 20/207 : STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/NOMPH01/05/2018 (02 POSTS)

SALARY : R150 819 – R262 092 per annum (OSD)
Grade 1: R150 819 – R169 737 per annum (OSD)
Grade 2: R180 075 – R202 674 per annum (OSD)
Grade 3: R213 108 – R262 092 per annum (OSD)
CENTRE : Amathole District, Bedford Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
DUTIES : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and reassurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms L H Slatsha Tel No: 046 685 0046

POST 20/208 : STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/NOMPH01/05/2018

SALARY : R150 819 – R262 092 per annum (OSD)
Grade 1: R150 819 – R169 737 per annum (OSD)
Grade 2: R180 075 – R202 674 per annum (OSD)
Grade 3: R213 108 – R262 092 per annum (OSD)
CENTRE : Amathole District, Nompumelelo Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
DUTIES : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and reassurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the
practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES
Ms NG Tsako Tel No: 040 673 3321

POST 20/209
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/NQACHC/01/05/2018 (02 POSTS)

SALARY
R150 819 – R262 092 per annum (OSD)
Grade 1: R150 819 – R169 737 per annum (OSD)
Grade 2: R180 075 – R202 674 per annum (OSD)
Grade 3: R213 108 – R262 092 per annum (OSD)

CENTRE REQUIREMENTS
Mnquma Sub-district, Nqamakwe CHC

QUALIFICATIONS
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse.
Grade 1: No experience required.
Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES
Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES
Ms N Tengwa Tel No: 047 491 0740

POST 20/210
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/CMH/01/05/2018 (04 POSTS)

SALARY
R150 819 – R262 092 per annum (OSD)
Grade 1: R150 819 – R169 737 per annum (OSD)
Grade 2: R180 075 – R202 674 per annum (OSD)
Grade 3: R213 108 – R262 092 per annum (OSD)

CENTRE REQUIREMENTS
Buffalo City Metro, Cecilla Makiwane Hospital

QUALIFICATIONS
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse.
Grade 1: No experience required.
Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES
Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES
Ms P Mncotso Tel No: 043 708 2121

POST 20/211
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/NKQH/01/05/2018 (03 POSTS)

SALARY
R150 819 – R262 092 per annum (OSD)
Grade 1: R150 819 – R169 737 per annum (OSD)
Grade 2: R180 075 – R202 674 per annum (OSD)
Grade 3: R213 108 – R262 092 per annum (OSD)

CENTRE REQUIREMENTS
Buffalo City Metro, Nkqbela TB Hospital

QUALIFICATIONS
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse.
Grade 1: No experience required.
Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**
- Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**
Ms Langeni Tel No: 043 761 2131

**POST 20/212**
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/STEH/01/05/2018 (05 POSTS)

**SALARY**
- R150 819 – R262 092 per annum (OSD)
  - Grade 1: R150 819 – R169 737 per annum (OSD)
  - Grade 2: R180 075 – R202 674 per annum (OSD)
  - Grade 3: R213 108 – R262 092 per annum (OSD)

**CENTRE REQUIREMENTS**
- Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**
- Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**
Mr M Nozaza Tel No: 039 253 5012

**POST 20/213**
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/ORSH01/05/2018

**SALARY**
- R150 819 – R262 092 per annum (OSD)
  - Grade 1: R150 819 – R169 737 per annum (OSD)
  - Grade 2: R180 075 – R202 674 per annum (OSD)
  - Grade 3: R213 108 – R262 092 per annum (OSD)

**CENTRE REQUIREMENTS**
- Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**
- Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**
Mrs C Bekker Tel No: 041 988 1111

**POST 20/214**
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/MARPH/01/05/2018

**SALARY**
- R150 819 – R262 092 per annum (OSD)
  - Grade 1: R150 819 – R169 737 per annum (OSD)
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<th>ENQUIRIES</th>
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<td>SALARY</td>
<td>R150 819 – R262 092 per annum (OSD)</td>
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<tr>
<td></td>
<td>CENTRE</td>
<td>Sarah Baartman District, Marjory Parrish TB Hospital</td>
</tr>
<tr>
<td></td>
<td>REQUIREMENTS</td>
<td>Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.</td>
</tr>
<tr>
<td></td>
<td>DUTIES</td>
<td>Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.</td>
</tr>
<tr>
<td></td>
<td>ENQUIRIES</td>
<td>Ms Buyiselo Tel No: 049 893 0031</td>
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<thead>
<tr>
<th>ENQUIRIES</th>
<th>POST 20/216</th>
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<tbody>
<tr>
<td></td>
<td>SALARY</td>
<td>R116 625 – R202 674 per annum (OSD)</td>
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<tr>
<td></td>
<td>CENTRE</td>
<td>Amathole District, SS Gida Hospital</td>
</tr>
<tr>
<td></td>
<td>REQUIREMENTS</td>
<td>Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.</td>
</tr>
<tr>
<td></td>
<td>ENQUIRIES</td>
<td>Ms Fumanisa Tel No: 040 658 0043</td>
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POST 20/217 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/SSGH/01/05/2018

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

CENTRE : Amathole District, SS Gida Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Ms Fumanisa Tel No: 040 658 0043

POST 20/218 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/TAFAH/01/05/2018

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

CENTRE : Amathole District, Tafalofefe Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Ms V. Motabele –Tel No: 047 498 0026

POST 20/219 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/NKQH/01/05/2018 (05 POSTS)

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

CENTRE : Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Ms Langeni Tel No: 043 761 2131
POST 20/220 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/CMH/01/05/2018 (06 POSTS)

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

CENTRE REQUIREMENTS : Buffalo City Metro, Cecilia Makiwane Hospital
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Ms P Mncotso Tel No: 043 708 2121

POST 20/221 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/NKQH/01/05/2018 (05 POSTS)

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

CENTRE REQUIREMENTS : Buffalo City Metro, Nqubela TB Hospital
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Ms Langeni Tel No: 043 761 2131

POST 20/222 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/ORSMH/01/05/2018

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

CENTRE REQUIREMENTS : Nelson Mandela Metro, Orsmond TB Hospital
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

ENQUIRIES : Mrs C Bekker Tel No: 041 988 1111

POST 20/223 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/STEH/01/05/2018 (15 POSTS)

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

CENTRE REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Mr M Nozaza Tel No: 039 253 5012

POST 20/224 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/SBH/01/05/2018 (02 POSTS)

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

CENTRE REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Mr U Toni – Tel No: 047 555 5300

POST 20/225 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/WILLMH/01/05/2018

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

CENTRE REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES: Ms Magingxa Tel No: 044 923 1127

POST 20/226: NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/AVH/01/05/2018

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

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Ms CZ Zozo – Tel No: 042 243 1313

POST 20/227: NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/SETTLH/01/05/2018

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

CENTRE: Sarah Baartman District, Settlers Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Ms S Diva Tel No: 046 602 5046

POST 20/228: PHARMACIST ASSISTANT GRADE 1 (BASIC) REF NO: ECHEALTH/PA-B/VICH/01/05/2018

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

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.


ENQUIRIES: Ms L Mangesi Tel No: 040 653 1141
POST 20/229: PHARMACIST ASSISTANT GRADE 1 (BASIC) REF NO: ECHEALTH/PA-B/PDEPOTH/01/05/2018

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

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.


ENQUIRIES: Ms U Xwayi Tel No: 041 406 9831

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mnikelo Mbangi

CLOSING DATE: 01 June 2018

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON


SALARY: All inclusive remuneration package of R1 370 973 per annum (salary level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE: (Head Office – Bhisho)

REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to infrastructure or property management; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or an infrastructure related field; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the infrastructure environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as knowledge of property management and public infrastructure development would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of...
the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts including the Government Immovable Asset Management, Act 19 of 2007.

**DUTIES**

Strategically oversee and coordinate the effective delivery of infrastructure services for the Eastern Cape Province and position the Department as the implementing agent of choice for infrastructure. Align planning to the national and provincial planning framework. Ensure the implementation of relevant national and provincial legislation, policies and prescripts. Provide leadership in the development and management of integrated provincial infrastructure policy and planning. Ensure infrastructure development, delivery and maintenance of strategic immovable assets including the construction, upgrading, rehabilitation and maintenance of building infrastructure. Ensure the rendering of professional and technical services to user departments for provincial buildings and related infrastructure. Ensure proper management of the provincial property portfolio and the provision of appropriate accommodation for all provincial government departments. Oversee the implementation of Expanded Public Works Programme (EPWP) in the Province. Ensure proper management and fostering of sound relations between Government, property and construction institutions, as well as other stakeholders in the Province. Promote integrated planning, land and infrastructure development, integrated sustainable local economic development, Black Economic Empowerment (BEE) and job creation. Facilitate a departmental contribution towards integrated sustainable rural and urban development. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems and the compliance monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services; customer and stakeholder participation in planning, service delivery and decision making; and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Oversee provision of corporate management services in the department.

**ENQUIRIES**

can be directed to Mr M Mbangi Tel No: 040 609 6424

**OTHER POSTS**

**POST 20/231**

DEPUTY DIRECTOR: DISTRICT COORDINATION – PERFORMANCE MONITORING & EVALUATION

**REF NO:** 01/05/2018 (X4)

(4 Districts)

**SALARY**

R779 295 – R917 970 per annum (Level 12)

**CENTRE**

Bhisho

**REQUIREMENTS**

NQF Level 7 as recognized by SAQA management in related field with a minimum of three (3) years’ experience as an Assistant Director within a community development environment. Knowledge of Relevant Legislative Framework & Modern systems of government. Skills: Applied Strategic Thinking, Applying Technology, Budgeting & Financial Management & Networking and Building Bonds & Project Management.

**DUTIES**

Monitor and verify the implementation of provincial and national priority service delivery programs: Verify programme and project delivery of government departments, municipalities, public entities and national departments operating in the province. Facilitate and Monitor progress in the attainment of commitments made during SOPA, SONA and Public participation programmes. Prepare pre and post visit reports for decision making on EXCO Outreach programmes, NCOP, Taking Legislature to the People, Taking the President to the People and Ministerial visits and Back to School programme. Monitor and report on the implementation of special projects (e.g. Siyahlola Presidential Project, OR Tambo Centenary Celebrations) to ensure attainment of set targets and facilitate the appropriate corrective measures where applicable. Facilitate the strengthening of institutions for improved service delivery in the province: Monitor and evaluate Frontline Service Delivery in identified institutions and ensure that departments and delivery sites in
Develop and implement improvement plans informed by MPAT, FSD findings, complaints and any other feedback mechanisms and provide reports. Support the strengthening of citizen participation in the monitoring of government service delivery and provide regular feedback to mitigate and complaints and petitions in collaboration with Stakeholder Relations & Special Projects unit. Support Operation Masiphathisane by monitoring the effective operation (functionality) of ward, local and district war rooms and propose corrective measures to be taken. Facilitate the resolution of service delivery complaints and blockages: Collaborate and interact with relevant stakeholders including CDWs and to establish issues of concern to the communities so as to gather intelligence through continuous environmental scanning. Develop report highlighting identified threats and risks to alert the relevant departments and the government structures. Conduct verifications on issues raised by the communities, facilitate and coordinate with relevant stakeholders (e.g. municipalities, national and provincial departments and public entities). Participate in Intergovernmental Structures to provide progress on issues raised, service delivery blockages and solicit support on outstanding service delivery issues. Participate in IDPs and departmental strategic plans to influence and sensitize them on recurring issues that need to be addressed. Facilitate the resolution of service delivery blockage and complaints. Implement controls to monitor the attainment of service delivery objectives and interventions; Identify risk areas in terms of non-delivery and recommend/implement appropriate actions. Implement interventions based on identified risk areas. Participate in IGR engagements and Masiphathisane interface for emerging service delivery trends. Conduct site verification to monitor attainment and adherence to service delivery objectives. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES: can be directed to Mr M Mbangi Tel No: 040 609 6424
POST 20/232: DEPUTY DIRECTOR: DISTRICT COORDINATION – PERFORMANCE MONITORING & REPORTING (G&A CLUSTER) REF NO: 02/05/2018
SALARY: R779 295 – R917 970 per Annum (Level 12)
CENTRE: Bhisho
REQUIREMENTS: A recognized SAQA NQF Level 7 Degree in Public Administration/M&E or relevant field with a minimum with a minimum of three (3) years’ experience as an Assistant Director within a community development environment. Knowledge of Relevant Legislative Framework & Modern systems of government. Skills: Applied Strategic Thinking, Applying Technology, Budgeting & Financial Management & Networking and building Bonds & Project Management.
DUTIES: Coordinate the development of provincial wide M&E framework and implementation plan: Provide support and guidance through working groups in the development and Review Provincial M & E Framework and implementation plan to ensure alignment with national and provincial objectives. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives of the cluster. Advise and consult with cluster departments on the Framework and M & E policies. Provide technical guidance and support cluster departments in building and implementing their M&E systems: Support departments in capacity building initiatives. Monitor progress through the cluster working group. Coordinate the implementation and the standardization of M & E policies and practices in departments. Monitor the implementation of the programme of action in the working groups: Coordinate performance monitoring and analysis of report on the POA per working group. Coordinate performance monitoring and analysis of report on the QPR per department. Monitor service delivery through M & E systems per department. Prepare reports for submission to executive structures of the provincial government. Support and monitor critical priority projects of the Premier and EXCO per department (Outreach, SOPA, MEC Service Delivery Agreements, Scorecard
etc). Provide content support to cluster system on government outcomes per working group. Provide feedback to provincial departments on their performance. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES:
can be directed to Mr M Mbangi Tel No: 040 609 6424

POST 20/233:
DEPUTY DIRECTOR: DISTRICT COORDINATION – PERFORMANCE MONITORING & EVALUATION (2 DISTRICTS & 2 METROS) X 2. REF NO: 03/05/2018

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

CENTRE:
Bhisho

REQUIREMENTS:
NQF Level 7 as recognized by SAQA management in related field with a minimum of three (3) years’ experience as an Assistant Director within a community development environment. Knowledge of Relevant Legislative Framework & Modern systems of government. Skills: Applied Strategic Thinking, Applying Technology, Budgeting & Financial Management & Networking and building Bonds & Project Management.

DUTIES:
Monitor and verify the implementation of provincial and national priority service delivery programs: Verify programme and project delivery of government departments, municipalities, public entities and national departments operating in the province. Facilitate and Monitor progress in the attainment of commitments made during SOPA, SONA and Public participation programmes. Prepare pre and post visit reports for decision making on EXCO Outreach programmes, NCOP, Taking Legislature to the People, Taking the President to the People and Ministerial visits and Back to School programme. Monitor and report on the implementation of special projects (e.g. Siyahloola Presidential Project, OR Tambo Centenary Celebrations) to ensure attainment of set targets and facilitate the appropriate corrective measures where applicable. Facilitate the strengthening of institutions for improved service delivery in the province: Monitor and evaluate Frontline Service Delivery in identified institutions and ensure that departments and delivery sites in the province are of responsibility. Develop and implement improvement plans informed by MPAT, FSD findings, complaints and any other feedback mechanisms and provide reports. Support the strengthening of citizen participation in government service delivery and provide regular feedback to mitigate and complaints and petitions in collaboration with Stakeholder Relations & Special Projects unit. Support Operation Masiphathisane by monitoring the effective operation (functionality) of ward, local and district war rooms and propose corrective measures to be taken. Facilitate the resolution of service delivery complaints and blockages: Collaborate and interact with relevant stakeholders including CDWs and to establish issues of concern to the communities so as to gather intelligence through continuous environmental scanning. Develop report highlighting identified threats and risks to alert the relevant departments and the government structures. Conduct verifications on issues raised by the communities, facilitate and coordinate with relevant stakeholders (e.g. municipalities, national and provincial departments and public entities). Participate in Intergovernmental Structures to provide progress on issues raised, service delivery blockages and solicit support on outstanding service delivery issues. Participate in IDPs and departmental strategic plans to influence and sensitize them on recurring issues that need to be addressed. Facilitate the resolution of service delivery blockages and complaints. Implement controls to monitor the attainment of service delivery objectives and interventions: Identify risk areas in terms of non-delivery and recommend/implement appropriate actions. Implement interventions based on identified risk areas. Participate in IGR engagements and Masiphathisane interface for emerging service delivery trends. Conduct site verification to monitor attainment and adherence to service delivery objectives. Manage the allocated resources of the sub-directorate in line with
legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES**

ENQUIRIES: can be directed to Mr M Mbangi Tel No: 040 609 6424

**PROVINCIAL TREASURY**

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

**APPLICATIONS**

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

**FOR ATTENTION**

FOR ATTENTION: Ms Bonelwa Ndayi

**CLOSING DATE**

CLOSING DATE: 01 June 2018

**NOTE**

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

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

**OTHER POSTS**

**POST 20/234**

POST 20/234: EXECUTIVE ASSISTANT TO THE HEAD OF DEPARTMENT: REF NO: PT 01/05/2018

Purpose: To provide Executive Assistant Services to the HOD.

**SALARY**

SALARY: R657 558 per annum Level 11

**CENTRE**

CENTRE: Bhisho

**REQUIREMENTS**

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Economics / Financial Management /Accounting/ Public Management or any other related field plus Minimum of 5 years in relevant field of which three (3) years must be at Assistant Director Level. Knowledge And Skills: Extensive knowledge and understanding of Public Service Regulations, Policies and Procedures. Extensive knowledge and understanding of Policies and procedures that governs financial management in the Public Service. In-depth knowledge on how Provincial / National Government functions. Change Management, Strategic Management, Financial Management and Project Management Skills. Applied
DUTIES:

Provide Support to the HOD Regarding Meetings: Coordinate and schedule meetings as required by the HOD and oversee logistics relating to the office of the HOD. Prepare document packs and other documentation required for meetings and ensure that minutes of the relevant meetings are taken and that there is follow up on the implementation of decisions. Assist in collating and preparing EXCO decision matrix response to OTP. Ensure Sound Office Administration In The Office Of The HOD: Set up and maintain systems, procedures and processes that will ensure efficiency in the office of the HOD. Manage the provisioning of secretarial / reception support in the office of the HOD. Ensure that HOD’s diary is managed. Ensure requisition for travel and procurement and other arrangements in the office of the HOD are prepared. Monitor and manage attendance, absenteeism and leave matters in the office of the HOD and ensure credible leave records are maintained. Draft and submit monthly reports to Human Resources on staff attendance and leave matters in the office of the HOD. Conducts leave reconciliation for the office of the HOD. Manage Correspondence And Records In The Office Of The HOD: Analyse and prioritise correspondence submitted in the office of the HOD. Oversee the incoming and outgoing correspondence. Monitor and follow-up on task assigned to Senior Management members. Prepare acknowledgement letters to all incoming correspondence and follow up on responses. Ensure safe keeping and access control of classified documentation and records in the office of the HOD. Support HOD with The Administration of the budget of the office of the HOD: Collects and coordinates all documents related to the budget of the office of the HOD. Assists in the determining of funding requirements for the purpose of MTEF budget. Ensure safekeeping of records on expenditure commitments. Assist in monitoring expenditure and ensure that expenditure is correctly allocated. Identify the need to move funds between items, and ensure memo for shifting of funds is drafted and approved. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management compliance to protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/235:
DEPUTY DIRECTOR: FORENSIC AUDITING REF NO: PT02/05/2018
Purpose: To assist in the promotion and ensure coordination of Forensic Audits Services in Provincial Departments and Public Entities.

SALARY:
R657 558 per annum Level 11

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce/Financial Accounting / Financial Management / Public Finance coupled with Minimum 5 of years' experience of which 3 years must be at a supervisory level or Assistant Director in auditing/forensic environment, served and completed articles with a recognised accounting/auditing firm. Skills And Competencies: Theory and practice of internal/external or forensic auditing. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, IIA Standards, Depth knowledge of Forensic, Depth knowledge of audit. Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision
DUTIES:
Render Support in the Forensic Audit Strategy in Departments and Public Entities:
Give input to the development, planning, implementing and driving of a Forensic Audit Strategy in response to the Provincial strategy. Provide Forensic Support And Capacity Building To Provincial Departments And Public Entities: Render support in identifying, managing and facilitating the Forensic risks and issue solutions (Fraud Risk Assessment). Support the development of a plan and monitor adherence to it. Monitor Departments Forensic Capacity If Available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift capacity. Manage Area Of Responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Performance agreements, workplans and personal development plans (PDP’s) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates. Ensure that assets are managed, maintained and safeguarded.

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/236:
ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: PT04/05/2018
Purpose: To facilitate the implementation of Conditions of Service in the Department.

SALARY:
R334 545 per annum Level 09

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled Minimum of 3 of years’ experience relevant work experience at a level of an officer (Level 7 or higher) in Conditions of Service. To be in possession of a PERSAL certificate. Drivers licence is essential. Skills and Competencies: In depth knowledge of Human Resource Management prescripts and legislation. PERSAL, Project Management, Analytical thinking, Decision Making, Planning and Organising, People Management, Good Communication Skills (verbal & written). To be Computer Literate.

DUTIES:

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 20/237: ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: PT05/05/2018
Purpose: To facilitate the development, reviewal, and implementation of Contract Administration Process.

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Supply Chain Management / Procurement or related field. Short Courses in Contract Management and Commercial Law will be an added advantage coupled with minimum of 3 years working experience within SCM, of which 2 years must be in Contract Management. Must be in possession of a valid EB/ code 8 driver's license. Skills And Competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions & Practice Notes, SCOA. Communication Skills (verbal & written). Computer Literate, Project Management and Analytical Thinking.

DUTIES: Facilitate and Coordinate the Development of Contract Management Policy: Analyse approved Contract Management policy and identify gaps. Monitor, Analyse and Determine Actions to Ensure Proper Contract Administration: Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Assist in evaluating applications for variations, amendments and cancelations and develop proposals for approval. Prepare documentation for disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods / services. Coordinate Reviewal of Contracts and Monitor Contract Compliance: Determine whether product / services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Review supplier performance.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/238: ASSISTANT DIRECTOR: RISK & SCM PERFORMANCE REF NO: PT06/05/2018
Purpose: To render Risk and Supply Chain Performance Management Services in the department.

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Supply Chain Management / Internal Auditing / Public Administration / Economics / Business Management or related field coupled with the Minimum of 3 years relevant work experience within SCM or Internal Auditing. Two years working experience in Risk and Supply Chain Performance Management will be added advantage. Must be in possession of a valid EB/ code 8 driver's license. Skills And Competencies: In-depth knowledge of legislative framework that governs the Public Service. Knowledge and understanding of the following prescripts: Public Finance Management Act, Risk Management and Policies. Supply Chain Management Policies, Financial Accounting and Budget preparation.


ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 20/239: ASSISTANT DIRECTOR: BAS MONITORING & SUPPORT REF NO: PT07/05/2018
Purpose: To support provisioning of BAS monitoring & Support services.

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems / Human Resource Management or any related field plus Minimum of 3 years experience in BAS related field. Skills and Competencies: General Principles of BAS, Workflow Management, Group Profile Management, User profile Management. Excel, Relationship Management, Skill on conducting quality control reviews of audit work products, Negotiation, Organising and Planning. Problem solving skills, Decision Making, Analytical Thinker, Communication, Presentation and Computer Literacy.

DUTIES: Assist in Monitoring and Control of the BAS System: Perform User Account reviews of the BAS system use and monitor compliance to BAS policy and BAS best practices. Monitor activities of BAS system controllers of all provincial departments and report on a monthly basis. Circulate BAS notices and /or Circulars/policies on BAS system, bring important messages to the attention of Departments and Management and ensure compliance. Provide Support to Departments: Provide solutions to all logged calls within the agreed timeframes as per the Service charter. Assist the Deputy Director with weekly provincial disbursement of funds. Management of Reports: Identify and produce critical monthly, weekly and ad hoc business intelligence/financial reports for decision making. Perform detailed analysis of BAS and Vulindlela reports in order to flag exceptions. Provide advice and support to departments on flagged exceptions and monitor corrective action taken.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/240: ASSISTANT DIRECTOR: PERSAL TRAINER REF NO: PT08/05/2018
Purpose: To render PERSAL Systems Training to Provincial Departments.

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems or Human Resource Management or any related field plus Minimum of 3 years experience in PERSAL Training. Certification as a PERSAL trainer will be an added advantage. Skills And Competencies: Computer literacy, Knowledge of key PERSAL functions, Microsoft Office Applications, Communication, Presentation and Report Writing.

DUTIES: Provide Training Programmes for Persal Transversal System Users: Conduct training needs assessments and analysis to determine skills gaps in the relevant departments. Develop training plans and communicate to all departments. Conduct PERSAL training on all modules within PERSAL for client departments both in Bhisho and in the regions. Set and mark the assessments and collate scores and submit results for review by training manager. Submit monthly and quarterly reports to the Deputy Director on the number of users trained and users passed. Maintain the user profiles and the training environment. Coordinate the distribution of certificates. Produce quarterly training statistics. Update the training material for all functional areas and maintain the systems training environment. Coordinate the distribution of certificates. Produce quarterly training statistics. Conduct training impact analysis to determine the level of performance in the use of the system at client departments. Produce review of class with regard to level of training by means of a post training evaluation and report accordingly.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/241: ASSISTANT DIRECTORS: MUNICIPAL BUDGET: REF NO: PT09/05/2018 (X02 POSTS)
Alfred Nzo, Sarah Baartman Districts

SALARY: R334 545 per annum Level 09
DUTIES

Assist in the Technical Hands-On Support on Budget Planning and Implementation: Assist Deputy Director in collating information on training/workshop sessions for municipal officials on the planning and implementation of the Municipal Budget and Reporting Regulations as prescribed by National Treasury. Conduct assessment on sustainability and credibility of the municipal budgets in line with MFMA, regulations, circulars and the funding compliance tool and submit report to Deputy Director. Participate in the engagement of municipalities benchmarking exercise on all tabled and adopted budgets. Assist on supporting municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide hands-on support to municipalities on the budget verification process in terms of submissions and uploading to the NT database. Compile IYM Assessments with the focus on performances that is not in line with projections, reasons for variances, status of debtors and creditors and recommendations (highlighting red flags). In-year monitoring reports evaluated on the implementation of the budget in order to enhance conformance, accountability, data integrity and efficiency in municipalities and feedback provided to municipalities. Regular follow up by sourcing relevant debt reports and returns from municipalities and assist in developing monitoring, measurement and reporting tools regarding outstanding government debt owed to municipalities. Assist in the review of Municipal Annual Report per National Treasury prescripts. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Participate in monthly debt technical task team meetings and assist Deputy Director with report to debt steering committee on the outstanding government debt. Assist in the monitoring of the roll over process of gazetted transfers from provincial departments to municipalities as contained in the main and adjusted provincial budgets and collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP’s of municipalities and assess the financial health and sustainability based on the Sec.72 mid-year report submitted by the municipality and report to the Deputy Director. Provide Hands on Support on Budget Planning and Implementation, In Line With Mfma Requirements (Mfma Compliance): Monitor compliance of municipalities with the implementation of the MFMA Plans by providing on-going assistance, support and guidance. Identify municipal financial problems requiring attention and report to the Deputy Director. Assist in assessing and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with Budget Regulations and Business Processes. Provide hands on support to municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures quarterly. Assist in the development and monitoring of Financial Recovery Plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Collate all comments on the new regulations/circulars issued by National Treasury and submit to Deputy Director. Assist with information sessions relating to MFMA reforms and capacity building initiatives (MFMA Induction) for both municipal officials & councillors. Collate information for reporting to the Standing Committee on Local Government regarding local government financial matters. Manage Area of Responsibility: Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. Work Plans and Personal Development Plans (PDP’s) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Assess knowledge and technical capabilities of officials to support training and development of skills. Ensure the Management of Assets in the Area of Responsibility: Ensures that assets are managed, maintained and kept safely.
ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/242 : ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: PT10/05/2018
Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments.

SALARY : R334 545 per annum Level 09
CENTRE : Bhisho

DUTIES : Support the Monitoring and Reporting on the Preparation of the Annual Financial Statements (AFS) AND THE Implementation OF THE Audit Improvement Plan (AIP). Provide support to Departments and report in accordance with relevant accounting policies and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Provide Technical Support to Provincial Departments and Public Entities: Review of the departments’ books of accounts and support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated AFS to AG and respond to audit queries thereof. Assist with the Analysis of Financial Management Capability Model: Analyse and review FMCM reports. Support the interaction with transversal units on findings. Provide support on the preparation / review of progress reports. Manage Area of Responsibility: Provide support in the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Develop and implement service delivery improvement programmes. Assist in the development and the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented in the Unit within set timeframes. Ensure the Unit's assets are managed, maintained and kept safely.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/243 : ASSISTANT DIRECTOR: MUNICIPAL SCM & ASSET MANAGEMENT: OR TAMBO DISTRICT REF NO: PT 18/05/2018
Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

SALARY : R334 545 per annum Level 09
CENTRE : Mthatha
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Financial Accounting or relevant field coupled with Minimum of 3 years' experience in Financial Management environment at an officer level. Previous experience in monitoring or working in Municipal environment is essential. Computer literate is one of the requirements and be able to demonstrate knowledge of various financial management systems used by municipalities. Be able to work independently without close supervision.

DUTIES : To Assist on Improving the Understanding on the Technical Application of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management Act; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to
Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Assist in conducting assessment on selected municipal visits on the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Deputy Director with recommendation to improve compliance with the MFMA; Monitor AFS Plan and conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standards of GRAP.

Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements; Conduct analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support; Follow up and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements; Perform a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements and submit report to the Deputy Director. To Provide Practical Assistance and Control Mechanism on Issues of Compliance To Supply Chain Management (SCM) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance on the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data; Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA; Assist Deputy Director in monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury; Conduct an assessment on the functionality of Bid Committees as per developed checklist and report gaps identified to the Deputy Director; Assist in monitoring SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes; Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report with recommendations to the Deputy Director. Assist in Monitoring Compliance with Financial Assets and Liabilities and Revenue Management: Assist in monitoring financial asset management compliance and compile a report; Collate information for providing comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Provide hands on support to municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage Area of Responsibility: Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. Work Plans and Personal Development Plans (PDP’s) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Assess knowledge and technical capabilities of officials to support training and development of skills. can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 20/244 : CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: PT11/05/2018
Purpose: To facilitate implementation of Conditions of Service in the Department.

SALARY : R281 418 per annum Level 08
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled with a Minimum 2 years relevant experience in Conditions of services environment. To be in possession of a PERSAL certificate. Skills And Competencies: Human Resource Management prescripts and legislation. PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising, People Management, Good Communication Skills (verbal & written). To be Computer Literate.

DUTIES : Facilitate the Implementation of Services Benefits: Maintain records of tenants who currently own houses and ensure records are up to date. Supervise the processing of leave gratuity and discounting applications. Verify pension application forms for resigned, retired and deceased officials. Verify and submit housing application for approval on PERSAL. Verify calculations for S&T’s, quality check all the attachments. Supervise capturing and release state guarantee on PERSAL. Facilitate Processing of Long Service, Resettlements and Relocation Applications: Ensure Z102 forms are processed on time. Verify pension application forms for resigned, retired and deceased officials. Ensure PERSAL report draw officials between 55 – 65 years. Advise employees on medical aid related matters. Administer Leave Matters: Supervise capturing of leave applications and ensure submission for approval. Coordinate the reconciliation of leave on a quarterly basis. Facilitate the implementation of PILIR in the department. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegated functions to staff, based on individual potential, providing the necessary guidance and support and afford staff adequate training and development opportunities, Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

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

POST 20/245 : HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: PT13/05/2018
Purpose: To coordinate and administer human capacity development programmes for the department.
This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested).

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

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

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/246: INTERNAL AUDITOR REF NO: PT14/05/2018
Purpose: To render Internal Audit Services for the Department

SALARY: R226 611 per annum Level 07
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF Level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Auditing and Accounting as major subjects coupled with 2 years practical experience in Internal Auditing environment. Added advantage: Completed internal audit or external audit articles, member of the IIA (SA), completed IAT or PIA qualification. Skills and Competencies: Theory and Practice of Internal Audit, knowledge and application of applicable legislative requirements, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit regulatory framework and policies, Governance and Risk Management, Budget Preparation, Monitoring and Reporting.

DUTIES: Facilitate the Execution of Comprehensive Audit Plan: Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on findings and submit working papers on time to the Supervisor. Communicate all issues with the Supervisor and client continuously. Execute the audit programmes for requested audits or as deemed appropriate.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/247: HELPDESK OFFICER REF NO: PT15/05/2018
Purpose: Provide first line support in attending, assisting and resolving issues relating to supplier complaints.

SALARY: R226 611 per annum Level 07
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant qualification plus Minimum of 2 years’ experience in an administrative environment.

DUTIES: Render SCM First Line Help Desk: Interacting with suppliers and other stakeholders by email and face to face. Render first line support and resolve issues immediately. Escalate complex problems / issues to Assistant Director (ASD). Register Official complaints and/or refer to relevant subject matter experts and track progress. Render Supplier Registrations Support: Assist suppliers and stakeholders to register on the Central Supplier Database (CSD), and to update supplier information on existing profiles. Log issues on data tracking facility. Track all incoming work and ensure Service Levels are maintained and continuously improve turnaround times. Escalate issues to ASD. Provide CSD Training Support to Departments. Conduct Supplier Days/Supplier Development workshops. Extracting and generating of procurement spend reports (spend analysis).

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 20/248: PROCUREMENT ADMIN CLERK REF NO: PT16/05/2018
Purpose: To render assistance in the efficient administration of the unit by ensuring that Provincial Tender Bulletin is in compliance with the required standard and content requirements.

SALARY: R152 862 per annum Level 05
CENTRE: Bhisho
REQUIREMENTS: Matric/ Grade 12. Tertiary qualification (NQF Level 7/NQF Level 6) in SCM/ Logistics / Purchasing or any related will be an added advantage coupled with Minimum of 1 year experience in Supply Chain Management environment. Computer literate (MS Package).

DUTIES: Render Assistance in the Compilation and Distribution of Provincial Tender Bulletin: Sort and classify all Bid notices. Deliver bid notices to respective Departmental clusters for review and compliance check. Check advertisement to verify that content complies with the minimum requirements & Report Non-compliance on advertising. Compare to procurement plan of relevant department and verify
procurement pan number. Assist in the Compilation of Bid notices on tender bulletin and E-Tender Publication Portal and advertise weekly. Check daily newspaper tender adverts to verify that tender adverts were published in the bulletin and E-Tender Publication Portal prior to newspapers. Provide administrative assistance in advertising all erratum to already advertised tenders. Coordinate all administration related issues regarding special tender bulletin. Ensure that the bulletin is on Provincial Treasury website. Assist with Supplier Registration on Central Supplier Database (CSD).

ENQUIRIES

POST 20/249

PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: PT17/05/2018
Purpose: To assist in facilitating the implementation of Conditions of Service in the Department.

SALARY

R152 862 per annum Level 05

CENTRE

Bhisho

REQUIREMENTS


DUTIES

Facilitate the Implementation of Services Benefits: Timeous processing of service benefits after termination of service e.g. pensions and leave gratuity. Process housing allowance, long service awards and other leave encashment processes. Assist employees with regard to state guarantee applications and report on issued and released guarantees. Verify calculation for S and T’s and quality check all attachments. Administer Leave Matters: Conduct quarterly leave reconciliations and compile report. Notify employees who exhausted their leave. Capture leave on PERSAL. Process leave discounting and leave gratuity matters and capture them on PERSAL.

ENQUIRIES

can be directed to Ms B Ndayi Tel No: 040 1010 072/071
ANNEXURE R

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION: Ms. N Mchaba sa,
Tel No: (051) 405 4274

CLOSING DATE: 01 June 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

POST 20/250: ASSISTANT DIRECTOR: LIQUIDITY AND INVESTMENTS REF NO: FSPT 024/18

SALARY: A basic salary of R334 545 per annum Level 09

CENTRE: Bloemfontein

REQUIREMENTS: A three year degree/diploma in Public Finance/ Accounting/ Economics/ Public Administration/ Banking and Investments. Three years’ experience in a cash flow/ banking/ financial environment of which some experience should have been in financial reporting in the Public Sector. Knowledge of relevant legislation, provincial budgets, cash management and financial statements. Good communication skills, report writing, analytical and presentation skills. Computer literate. A valid driver’s license.

DUTIES: Monitor and allocate accurate and sufficient cash blocking (ACB) limits to Provincial Departments. Provide assistance with the compilation of the Annual Financial Statements (AFS) for the Provincial Revenue Fund. Monitor cash flow and reporting of budgeted or non-budgeted funds. Monitor and facilitate the investment process for the Provincial Revenue Fund and provide guidance on financial markets performance. Monitor, review and ensure accurate calculations for debit/credit interest for the Provincial Revenue Fund. Promote effective cash management practices by Provincial Departments. Analyze and evaluate fund requisitions from departments and make recommendations for actual transfers. Manage and facilitate the allocation of cash blocking limits to departments. Manage the human resources and allocated assets within the Division.

ENQUIRIES: Mr. PE Lebone Tel No: (051) 405 4377

POST 20/251: SENIOR STATE ACCOUNTANT REF NO: FSPT 020/18

SALARY: A basic salary of R281 418 per annum Level 08

CENTRE: Bloemfontein

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REQUIREMENTS: A degree/diploma with Accounting/ Mathematics as a passed subject. Experience in the Basic Accounting System and budget cycle processes. Financial control experience as well as experience in BAS, LOGIS and PERSAL. Knowledge of BAS, LOGIS, PERSAL, batch control, MS Word, Power-point and Excel.

DUTIES: Review the implementation and maintenance of financial management (BAS/PERSAL/LOGIS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration service. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management in order to adhere to relevant prescripts/legislation. Ensure effective monitoring, control over financial resources and provide inputs with regard to financial resources.

ENQUIRIES: Ms. MCA Kesong Tel No: (051) 405 4693


SALARY: A basic salary of R226 611 per annum Level 07
CENTRE: Bloemfontein

REQUIREMENTS: A Bachelor’s degree/diploma in Office Management and Technology/Human Resources Management/Public Management/Administration or equivalent qualification with a minimum of two (2) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act Treasury Regulations, Public Services Act and Public Service Regulations. Good verbal and written communication skills. Computer literate. MS Word, Excel and Power Point.

DUTIES: Provide a secretarial/receptionist support service to the SMS member. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the SMS member. Render an administrative support service to the SMS member. Manage the travel arrangements and claims for the Office of the SMS member. Provide support with the administration of the budget. Provide support to the SMS member during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

ENQUIRIES: Office of the Chief Financial Officer: Mr. MP Mokoena Tel No: (051) 403 3173 Office of the Chief Director: Sustainable Resources Management: Mr. PE Lebone Tel No: (051) 405 4377 Office of the Director: Xhariep District: Mr. L ModuaneTel No: (051) 405 5094

POST 20/253: LOGISTICS PRACTITIONER REF NO: FSPT 023/18

SALARY: A basic salary of R226 611 per annum Level 07
CENTRE: Bloemfontein

REQUIREMENTS: A Grade 12 Certificate with at least three years clerical/ administrative experience within a supply chain management environment. Completed LOGIS 1 course, which should be supported by certification. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and relevant supply chain policies and prescripts. Computer literate.

DUTIES: Implement and maintain supply chain management processes with regard to asset management in the Department to contribute to the rendering of professional supply chain management services. Address supply chain management enquiries to ensure the correct implementation of supply chain practices. Inform, guide and advise the Department / personnel on supply chain management matters to enhance the correct implementation of supply chain management policies and practices.

ENQUIRIES: Mr. T Medupe Tel No: (051) 405 5946

POST 20/254: INVENTORY CLERK REF NO: FSPT 022/18

SALARY: A basic salary of R152 862 per annum Level 05
CENTRE: Bloemfontein

REQUIREMENTS: A grade 12 certificate or equivalent qualification with relevant experience. Computer literate.

DUTIES: Administer and maintain the asset register. Bar-coding and record keeping of assets. Update room lists with regard to the movement of assets. Replace bar-codes
and serial numbers when necessary. Capture stocktaking information. Verify discrepancies identified during annual physical verification of Departmental assets. Verify incorrect description of Departmental assets. Disposal of redundant assets. Keep records of assets to be disposed. Manage assets allocated.

**ENQUIRIES**

Mr. T Medupe Tel No: (051) 405 5946

**POST 20/255**

SENIOR ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: FSPT 019/18

**SALARY**

A basic salary of R152 868 per annum Level 05

**CENTRE**

Bloemfontein

**REQUIREMENTS**


**DUTIES**

Handling of Departmental debts which consists of follow ups and recovering of Departmental debts, clearance of debt related accounts and the implementation of debt on Persal and BAS on a monthly basis.

**ENQUIRIES**

Ms. CT Qwabe Tel No: (051) 405 4606
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

MANAGEMENT ECHELON

POST 20/256 : HEAD CLINICAL DEPARTMENT – TRAUMA INTENSIVE CARE UNIT AND BURNS UNIT REF NO: HCD TRAUMA & BURNS/1/2018
DEPT: Trauma Intensive Care Unit and Burns Unit

SALARY : R1 938 279 per annum all-inclusive salary package (excluding commuted overtime)
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Specialist Surgeon and Trauma Sub-specialist. Three (3) years' experience after registration with the HPCSA as a Specialist Surgeon which should include experience in clinical management as a clinical head of unit. MMed or equivalent (MMEd Sci, MPhil) and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and/or evidence of supervision of registrars/fellows (3 or more candidates) Recommendation: Current instructor status in Advanced Trauma Life Support (ATLS) and Definitive Surgery for Trauma Course (DSTC) are required. Familiarity with all aspects of trauma and burn care including prevention, pre-hospital, in-hospital, intensive care and rehabilitation is expected. Recommended qualifications: An established performance in research and publications in peer-reviewed journals. Instructor status in Advanced Cardiac Life Support (ACLS). Participation in undergraduate and postgraduate teaching. Experience in disaster management planning and implementation. A working knowledge of the National and Provincial Health Acts. Knowledge of the National Acts pertaining to labour relations, employment, and public service. General attributes: If applicants decide to participate in commuted overtime, in conjunction with the junior staff they will be required to personally attend to new admissions at any time of the day or night. Applicants must be capable of working in a high stress environment where urgent decisions are required in the face of limited information. Exposure to blood and bodily fluids during emergency situations is a daily hazard.

DUTIES : To manage the Level I Trauma and Trauma Intensive Care Units and the tertiary Burn Unit at Inkosi Albert Luthuli Central Hospital and ensure optimal care of the critically injured or burnt patient consistent with the guidelines of practice of the Association of Surgeons of South Africa, the Trauma and Critical Care Societies of Southern Africa, the International Society for Burn Injuries, the South African Burn Society, and the document on Modernisation of Tertiary Health Services in South Africa. Provide advice on a Provincial Health Policy for all institutional levels. Develop and disseminate guidelines for optimal care of the critically injured and those suffering extensive burns and revise such policies in the light of new information. Provide expert advice of a Specialist and consultative nature to management and liaise with other disciplines involved in patient care. Develop prevention and outreach programmes by establishing links with regional and district hospitals. When necessary be the advocate of the patient on medical matters ensuring the highest ethical standards. Provide expert advice on the selection of equipment ensuring quality and cost effectiveness. Maintain a trauma and burn database for the purpose of research, audit and epidemiological information and undertake regular audits of unit performance. Supervise the training and performance of junior medial staff. Promote research in the critically injured or burnt patient Assist junior staff in undertaking research for the purpose of a Master’s degree. Educate undergraduate and postgraduate students. Coordinate and implement the education of nursing and allied personnel involved in trauma and burn care. Ensure the ethical principles necessary when undertaking research. Maintain optimal numbers and use of staff within the Trauma Unit, Trauma ICU, and Burns unit. Provide opportunities for skills development at all levels of expertise. Foster a spirit of cooperation within the trauma and burns units and all disciplines involved in the management of the critically injured or burnt patient.

ENQUIRIES : Dr LP Mtshali Tel No: 031 2401124
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4056.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website
HEAD CLINICAL DEPARTMENT REF NO: HCDPAEDS/1/2018

Department: Paediatrics and Child Health

POST 20/257

SALARY : R1 938 279 per annum all-inclusive salary package (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS :
- Registration with the Health Professional Council of South Africa as a Paediatrician. MMEd or equivalent (MMEd Sci, MPhil) and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and /or evidence of supervision of registrars /fellows (3 or more candidates). A minimum of three (3) years’ experience after registration with the HPCSA as a Paediatrician must include experience in clinical management as a clinical head of unit; Recommendation: Evidence of quality teaching and learning practice. Evidence of management and administrative skills. Computer literacy and A valid driver’s licence. Knowledge. Skills. Training and Competence Required: Skills: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills; programme planning, strategic planning supported by evidence of experience in these areas. Assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Paediatricians of South Africa and the University of KwaZulu Natal. A high level of knowledge of the field of Paediatrics and Child Health. Construction and other hospitals in the catchment areas; cost effective approaches to clinical care. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Paediatrics and Child Health. Coordinate services and teaching with the Heads of units at the Regional hospitals in Region 1. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. Develop outreach programmes to the relevant regional hospitals in Region 1 in line with the KZN Department of Health's Outreach Programme. Develop audit tool to assess the...

DUTIES :
- On the clinical side, incumbents will manage clinical services in an extended area of the province, which promotes the provision of clinical services for Region 1 and beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between the major centres in the envisaged teaching/service platform (Durban, Pietermaritzburg, Empangeni, Stanger and Port Shepstone). The incumbent will also develop research initiatives, which focus on the enhancement of service delivery in the context of the burden of disease. The incumbent should also ensure that clinical service in Region 1 are coordinated and these are in line with the teaching platform of the University of KwaZulu Natal. Through this, we will increase equality of service delivery, and enhance the development of our decentralised training platform in line with the needs arising from the National Development Plan. Involvement in relevant administration structures of the Department of Paediatrics and Child Health, UKZN in coordination with the Academic Head of Department. Contribute to the co-ordination of specialist Paediatrics services in Region Ensuring the development and the implementation of policies and clinical protocols that will impact positively on the clinical outcomes; the monitoring and evaluation of adverse events and ensuring the implementation of plans to address these events; mortality and morbidity reviews are conducted within the institution and other hospitals in the catchment areas; cost effective approaches to clinical care. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Paediatrics and Child Health. Coordinate services and teaching with the Heads of units at the Regional hospitals in Region 1. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. Develop outreach programmes to the relevant regional hospitals in Region 1 in line with the KZN Department of Health's Outreach Programme. Develop audit tool to assess the...

CLOSING DATE : 01 June 2018

www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
Outreach Programme of the department and report these to Academic Head of Department of Paediatrics and Child Health.

ENQUIRIES: Professor R Masekela Tel No: 031 260 4345/4399
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 01 June 2018

POST 20/258: HEAD CLINICAL UNIT REF NO: HCUPUL/1/2018
Department: Pulmonology

SALARY: R1 550 331 per annum
CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: An appropriate qualification in the appropriate Health Science. Current Registration as a Medical Specialist- Pulmonology. Three years post registration experience as a Specialist-Pulmonologist. Knowledge, Skills, Training and Competencies: Required: Ability to teach and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills.

DUTIES: Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of post graduate medical students and Allied Health Personnel in the field of Pulmonology and participation in formal teaching as required by the department. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. After hours consultant cover for both Pulmonology and Critical Care departments at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Adult Pulmonology and Critical Care. Assist with the development of clinical audit programmes in the hospitals in the districts. Develop measures to ensure quality assurance for the Adult Pulmonology Unit. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar’s, Medical Officer’s and Nurses.

ENQUIRIES: Dr LP Mtshali – Tel No: 031 2401105
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 01 June 2018

POST 20/259 : HEAD CLINICAL UNIT (PSYCHIATRY DEPARTMENT) REF NO: MED 25/2017

SALARY : Grade R1 550 331 – R1 645 464, per annum plus 18% in hospitable allowance will be payable to those periods of time spent working at Edendale Hospital, commuted overtime (Employee must meet prescribed requirements).

CENTRE : Edendale Hospital

REQUIREMENTS : Grade 12 Certificate, FCP Psych (SA), MMed or Equivalent Specialist Qualification in Psychiatrist. Current registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Three (3) years’ experience as a Specialist in Psychiatry after registration with the HPCSA as a Medical Specialist. Current registration card with HPCSA (2018-2019). Certificate of service endorsed by HR Department. Recommendation: At least 1 year management and administration experience. Clinical, administration and management’s abilities. Experience and knowledge of mental health services. Knowledge of teaching and training health care professionals in mental health leadership communication and organizational skills, program planning, implementing and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management of substance abuse commodity with mental illness. Management of resources. Experience in providing expert opinion in psychiatry. Clinical research skills and computer literacy.

DUTIES : Provide specialist psychiatric care, assessment and evaluations of mental healthcare users (MHCU’s) both in institution and community where indicated. Provide academic teaching and clinical training to the students and trainees in Medical, Nursing and Allied Professions. Provide specialist advice guidance and training to the clinical paramedical and management staff both within the tertiary services and as part of outreach to Area. Participate in development guidelines, protocols and referral pathways for the management of MHCU’s. Ensure the effective, efficient and economical use of allocated resources inclusive of human resources stimulate, participate in and supervise research

ENQUIRIES : Dr. E.K. Mthembu Tel No: (033) 395 4005

APPLICATIONS : all applications should be forwarded to: Chief Executive Officer, Edendale Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box by the main gate behind security office

FOR ATTENTION : Mr L Makhaye

CLOSING DATE : 08 June 2018

POST 20/260 : HEAD CLINICAL UNIT (MEDICAL) GR 1– ANAESTHESIOLOGY REF NO: GS 20/18

Component – Anaesthetics Department

SALARY : R1 550 331 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE : Greys Hospital PMB Metropolitan Hospitals Complex

REQUIREMENTS : This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg; It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area. FCA (SA) or MMed in Anaesthesia. Registration with HPCSA as a “Specialist Anaesthesiologist”. 3 year post registration experience as a “Specialist”. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Track record of academic publications. Knowledge, Skills and Experience: Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policy
including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline Assessment, management of patients. Participation in the After Hours call system is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

**DUTIES**

Manage the Anaesthetic department of a busy tertiary hospital. Participate in the clinical anaesthetic service of a regional/tertiary hospital by: Providing consultant cover in theatre daily, the ICU and High care wards. Providing after-hour consultant cover in Anaesthesics and the ICU at PMB Metropolitan Hospitals. Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic. Undertaking development of sub-speciality services at Grey’s Hospital. Peri-operative Analgesic Service. Support trauma and resuscitative units. 24 Hour Epidural Analgesic service in Labour. Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical. Participate in outreach programmes for the development of safe anaesthetic services in Grey’s Hospital catchment area. Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one’s own responsibility and accountability for actions taken on one’s behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

**ENQUIRIES**

DR Z Farina Tel No: 033-897 3412

**APPLICATIONS**

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

**FOR ATTENTION**

Mrs. M. Chandulal

**NOTE**

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website ; Certified copies of highest educational qualifications and professional registration certificates – not copies of copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 20/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**

01 June 2018

**POST 20/261**

MEDICAL SPECIALIST GRADE 1, 2 & 3 REF NO: FNH 02/2018 (01 POST)

**SALARY**

Grade 1: (R991 857 – R1 052 712)
Grade 2: (R1 134 069 - R1 203 666)
Grade 3: (R1 316 136 – R1 645 464)
Other Benefits: Commuted Overtime (Commuted overtime only limited to applicable
groups)

**CENTRE**

Fort Napier Hospital – (Psychiatry)

**REQUIREMENTS**

A basic qualification of MBCHB plus FC Psychiatry or M Med Psychiatry or equivalent. Current (2018) registration with the HPCSA. Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Proof of current and
### REQUIREMENTS

| Grade 2: | Appropriate qualification (MBCHB or equivalent), registration certificate, plus Five (5) years’ experience after registration with the HPCSA as a Medical Specialist in (Psychiatry). |
| Grade 3: | Appropriate qualification (MBCHB or equivalent), registration certificate, plus Ten (10) years’ experience after registration with the HPCSA as a Medical Specialist in (Psychiatry). Knowledge, Skills and Competencies: Extensive knowledge of the mental health care act and relevant sections of criminal procedure act pertaining to cases referred by court. Ability to give expert evidence in court pertaining to forensic observation cases and compiling reports on these cases. Knowledge of the relevant procedures in management of awaiting trial individuals and president patients. Sound knowledge of ICD 10 and DSM1V TR classifications of mental disorders and sound knowledge of psychiatric patient management and treatment. Knowledge of the Mental Health Care Act of 2002 and relevant sections of the Criminal Procedure Act of 1977. Extensive knowledge of clinical protocols and procedures in the treatment of the psychiatric patients. Good communication, leadership, decision making and clinical skills and ability to work in a team and with the hospital management. Knowledge of labour relations and good verbal and written communication skills. |
| Grade 1: | Registration certificate as Medical Specialist, Current registration (2018 Grade 12 (senior certificate), R991 857 per annum, Experience: appropriate qualification (MBCHB or equivalent) plus registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with the HPCSA as a Medical Specialist. |
registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with HPCSA, of whom it is not required to perform Community Service, Clinical administrative and management abilities, Experience and knowledge of mental health legislation and other document, policies and practices relevant to the organisation of mental services, Knowledge and experience of teaching and training doctors and other health care professionals in mental health, leadership, communication and organisation skills, Programme planning, implementation and evaluation, Management and human resources, Experience in providing expert opinion in psychiatry, Clinical research skills and computer literacy.

**DUTIES**

- Provide specialist psychiatry care, assessment and evaluation of mental health care users both in institution and the community within the area. Co-ordinate and provide specialist advise, guidance teaching and training to clinical, paramedical and management staff, both in the institution and community within the area. Participate in the development of the clinical management guidance, protocols and referral pathways for the management of the mental health care users. Attend to administrative matters as pertains to the inpatients and outpatients services. Ensure effective, efficient economic use of allocated resources inclusive of human resources. Stimulate, participate and supervise research.

**ENQUIRIES**

Dr. E.K. Mthembu Tel No: (033) 395 4005

**APPLICATIONS**

All applications should be forwarded to: Chief Executive Officer, Edendale Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box by the main gate behind security office

**FOR ATTENTION**

Mr L Makhaye

**CLOSING DATE**

08 June 2018

**POST 20/263**

MEDICAL SPECIALIST REF NO: MEDSPECNUCMED/1/2018

Department: Nuclear Medicine

**SALARY**

- Grade 1: R991 857 per annum all-inclusive salary Package (Excluding commuted overtime).
- Grade 2: R1 134 069 per annum all-inclusive salary Package (Excluding commuted overtime)
- Grade 3: R1 316 136 per annum all-inclusive salary package (excluding commuted overtime)

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Specialist qualification as a Nuclear Medicine Physician. Current registration as a specialist Nuclear Medicine Physician with the Health Professions Council of South Africa / Registrars who have completed their training may apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the HPCSA. Knowledge, Skills Training and Competency Required: General Nuclear Medicine Recent PET experience Radionuclide therapy experience. Teaching and supervision of junior staff. Research involvement. Management ability Good communication skills, attention to patient’s needs. Team work. Research interest. Creative and forward-looking. The candidate must be able to maintain professional and ethical standards related to the nuclear medicine service. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa and MMed qualification as a Nuclear Medicine specialist. The appointment to Grade 2: requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. The appointment to Grade 3: requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine.

**DUTIES**

- Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient management and clinical assessment. Patient treatment with unsealed sources. Responsible for patient care in the department and ward. Liaison with other disciplines and participation and input in multidisciplinary team meeting. Promotion of nuclear medicine applications. Promote clinical governance including implementation of clinical guidelines, protocols and clinical audits. Undertake relevant research and ongoing research output. Provide training within the service with evidence of teaching outcomes. Conduct research and research supervision. Research output. Assist with protocol updates and implementation, incident
management and reporting. Provide after-hours care in accordance with the commuted overtime contract. Involvement in the provision of a professional clinical nuclear medicine service in the Durban region including assistance in satellite departments and outreach. Assist with the development of Nuclear Medicine department/s and staffing. Working with the Nuclear Medicine Management in the day-to-day running of the Department

Dr N Nyakale – Tel No: 031-2401877

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4056.

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

01 June 2018

MEDICAL SPECIALIST - (GRADE 1, 2, AND 3) REF NO: GS 21/18 (X 1 POST)

Component: Neurology

Grade 1: Medical Specialist R91 857 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 2: Medical Specialist R1 134 069 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 3: Medical Specialist R1 316 136 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Greys Hospital: Pietermaritzburg

MBCHB or equivalent plus Current Registration with the Health Professions Council of South Africa as a Neurologist at the time of appointment, plus an MMed/ MMed (Sci) OR enrolment in an accredited programme. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendation: One year experience working in a tertiary Neurology unit since qualification as a specialist. Knowledge, Skills, Training and Competency Required: Competent clinical neurology and patient management skills, appropriate for the level of a specialist in Neurology; Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with senior and junior staff; Understanding and ability to apply, appropriate to the post, public sector and health sector legislation, medical ethics and financial management; Ability and willingness to participate in information management, quality assurance programmes and human resource management as appropriate to the post; Ability to supervise junior staff; Ability and willingness to participate in and provide undergraduate and postgraduate training. Research experience and willingness to participate in research and supervise MMed projects.

Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Neurology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Performance of procedures in the
neurophysiology laboratory that EEG, nerve conduction studies, sleep studies.
Development of protocols for the management of neurological diseases. After hours participation in the discipline of neurology (based on departmental operational need)
Training and Research Responsibilities. Support of Staff Training and Development in Specialist Neurology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Neurology training under the auspices of the Department of Neurology at the Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Neurology and Internal Medicine. Participation in and support of clinical research and quality control activities in the PMB Departments of Neurology and Medicine. Participation in and support of hospital administrative activities in the PMB Departments of Neurology as required skills.

ENQUIRIES
DR K Rasmussen: Tel No: 033 8973289

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

FOR ATTENTION
Mrs. M. Chandulal

NOTE
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificates – not copies of copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 20/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE
01 June 2018

OTHER POSTS

POST 20/265
PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: GS 22/18
Component: Medical and Allied Health (Department of Clinical Psychology)
Re- Advertised

SALARY
R919 467 – R1020 462

CENTRE
Greys Hospital; Pietermaritzburg

REQUIREMENTS
An appropriate qualification that allows registration with the HPCSA as a Clinical Psychologist. Certificate of Registration with the HPCSA. Proof of current registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years appropriate work experience as clinical psychologist after registration with the HPCSA as a Clinical Psychologist. Recommendation: Managerial/ supervisory experience would be an added advantage. Knowledge, Skills, Training and Competency Required: Comprehensive knowledge of psycho-diagnostic and therapeutic interventions suitable to a (tertiary) hospital setting. Clinical skills include individual clinical and psychometric assessment, individual psychotherapy, group psychoeducation and therapy skills Sound knowledge of policies, protocols and procedures applicable to the profession and the hospital. Ability to co-ordinate psychological intervention in specialist medical fields. Good verbal and written communication skills; good time management skills; meeting tight deadlines. Computer proficiency, including experience with Microsoft Office package. Good interpersonal, decision-making and problem-solving skills. Resilience, self-motivation and dedication to service ethic. Strong generic leadership and management skills and competencies.

DUTIES
Management (planning, organizing, leading and controlling) of the Clinical Psychology Department with the aim of providing optimum, effective and efficient tertiary mental health care and psychology services to all its clients. Designing, implementing and coordinating holistic psychology programmes for patients within a multi-disciplinary team framework, through consultation/liaison with other departments/ stakeholders when required. Ensure compliance with policies and procedures. Responsible for general administrative duties, including hosting and participation in meetings, maintain records and statistics, strategic and operational planning, HR-related activities, risk management, etc. Actively engage in supervision, training and development of staff, including training and supervision
meetings and activities (CPD-accredited), EPMDS, mentoring, reward and recognition programme, etc. Management and updating of treatment protocols, assessment tools, protocols. Addressing quality and risk-related aspects, including QIPs, National Core Standards compliance and risk register. Facilitation of relevant health promotion and related activities. Facilitation of advisory and support role, e.g. Ethics consultations, ethics meetings, medicolegal cases, etc. Maintain current research collaborations; Generate and supervise research in the field of clinical psychology.

ENQUIRIES:
Dr. L Naidoo: Tel No: 033 897 3317

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

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies; Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 22/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE:
01 June 2018

POST 20/266:
MEDICAL OFFICER REF NO: MO CRIT CARE/1/2018 (X1 POST)
Department: Critical Care

SALARY:
Grade 1: R736 425 per annum excluding commuted overtime
Grade 2: R842 028 per annum excluding commuted overtime
Grade 3: R977 199 per annum excluding commuted overtime

CENTRE:
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
MBCHB Degree, Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: At least 2 Years’ experience in Medicine, Surgery or Anaesthesia or Emergency Medicine. At least 3 months experience in an intensive care Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Critical Care. Demonstrate the ability to work as part of a multidisciplinary team. Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES:
Assist with the provision of critical care services as determined by the Head of Critical Care at IALCH. Participate in the delivery of critical care services in Durban Provide initial resuscitative, and peri-operative surgical care or medical care of patients. Ensure that the scientific principles of critical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested. To assist in outreach and teaching when required. Participate in Commuted Overtime.

ENQUIRIES:
Dr S Pershad Tel No: 031-2401000
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

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

CLOSING DATE: 01 June 2018

POST 20/267: MEDICAL OFFICER GRADE 1, 2, 3 (REF01/2018)
Directorate: Dundee Hospital

SALARY:
Grade 1: R736 425 - R793 341
Grade 2: R842 028 - R920 703
Grade 3: R977 199 - R1 1221 723 per annum
(This inclusive package consists of 70% and 30% applicable rules 22% Rural Allowance, Commuted Overtime)

CENTRE: Dundee Hospital

REQUIREMENTS:
Grade 1: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner, Registration certificate with HPCSA as a Medical Practitioner, Proof of current registration (2018-annual registration card). Proof of Completion of community Service. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner, Registration certificate with HPCSA as a Medical Practitioner, Proof of current registration (2018-annual registration card), Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer, Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 3: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner, Registration certificate with HPCSA as a Medical Practitioner, Minimum of 10 years relevant experience after registration with HPCSA as a Medical Officer, Proof of current registration (2018-annual registration card), Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers, signed and stamped by HR, Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Knowledge, Skills and Competencies Required: Sound knowledge and clinical and surgical skills associated with practice of District Level Hospital i.e. caesarean sections and spinal anaesthetic, ectopic pregnancies, circumcisions. Must be able to perform a caesarean section, ability to work under pressure. Knowledge of ethical medicine including HIV and TB, Paediatrics, Surgery, Obstetrics and Gynaecology, Orthopedics, Psychiatry, Emergency medicine and Anaesthetics. Good interpersonal and communication skills, Assessment, analysis and Management skills. Teaching and supervision of junior doctor’s students, knowledge of all applicable legislation and ethical medical practice. Sound knowledge of women’s health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies, ability to perform all gynaecological procedures e.g. ectopic EVACS, TLS and Ability to assess, diagnose and manage obstetrics and gynaecological conditions. Good decision making, problem solving, leadership and mentoring skills.
**DUTIES**: Clinical and administrative duties/ responsibilities for the respective wards. Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty, Wards and Clinics. Diagnosing and facilitating referrals to high level of care, after hours participation in call rosters, perform emergency procedures and administer anaesthesia. Facilitation of staff training and on-going medical education, assist with the supervision and support of students in the department and in the departmental academic programme. Provide and ensure community oriented clinical services and to support Primary Health Care services. Deal with emotional, social and physical aspect of disease for patients and their relatives. Maintain medical records, ability to perform caesarian sections, Evac’s, laparotomies.

**ENQUIRIES**: Dr. P.P Dlamini, Tel No: 034 212 1112 Ext 308

**APPLICATIONS**: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

**NOTE**: Please note that those who applied before are advised to re-apply.

**CLOSING DATE**: 08 June 2018

**POST 20/268**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R394 665 + 13th Cheque, Housing Allowance (Conditional), Medical Aid (Optional)

Harry Gwala Health District Office, Ixopo

Valid grade 12 Senior Certificate, Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2018, Minimum of 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing, Valid Driver’s license (Code 8), plus Proof of current and previous work experience endorsed Human Resources validating the above experience Department or relevant employer. Knowledge, Skills and Competencies Required: Report writing abilities, Financial skills abilities, Empathy and counselling skills and knowledge, Strong interpersonal communication and presentation skills, Project management skills, Ability to make independent decisions, An understanding of the challenge facing the public sector, An ability to provide issues and work related matters and to comply with time frames, Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.

**DUTIES**: Develop schools to meet the criteria required to become health promoting school and ensure that this status is sustained, Co-ordinate and facilitates the implementation of integrated strategy for healthy lifestyle in the district, Identify critical transversal lifestyle barriers / risks impacting on the general health status of the population and develop mitigating (alleviating improving) strategies, Co-ordinates implementation and management of a healthy lifestyle innovation reward system, Provide early warning system arrangement on lifestyle patterns in the district. Develop and implement a healthy lifestyle campaign and communication, Establish and maintain linkage between DOH, community, other sectors and government departments, establish community participation in the Program, Manage and monitor digital Pen project, Participate in PHC reviews and ideal clinic assessment, Attend meeting within and outside the District, play and advocacy role for DOH in the community, Develop effective intervention strategies for poor performance to achieve good outcome, Establish healthy working relationship with institutions, facilities and community structures for quality service delivery, Co-ordinate and support oral health, Manage support and co-ordinate school health service in the district.

**ENQUIRES**

Mr. BHS Makhaye Tel No: 039 834 8200 EXT: 8206

**APPLICATIONS**

Applications to be forwarded to the Assistant Director –HRM, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Drop Off in the applications box, 111 Main Street, Ixopo 3276

**FOR ATTENTION**

Mr. VJ Khumalo

Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience, NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. HGHD 02/2018. Failure to comply with the above instruction will lead
to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents’ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE: 08 June 2018

POST 20/269: CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM
(Re-advertisement of posts. Those who have previously applied must re-apply)

SALARY: Grade 1: R340 431 - R394 665 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R418 701 - R514 962 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE: Eshowe District Hospital: Ndlangubu Clinic Ref No: CNP NDL 4/2018 (02 Posts)
Gate Way Clinic Ref No: CNP GW 5/2018 (01 Post)
Sipilile Clinic Ref No: CNP SIP 6/2018 (01 Post)

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

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

ENQUIRIES: Nursing Manager: DR FN Dube Tel No: 035-4734500
APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION: Mrs GZ Dube: Human Resource Manager
NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of
qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks—previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims (S&T).

CLOSING DATE : 01 June 2018
APPLICATIONS: Applications for Head office, Tompi Seleka and Madzivhandila Agricultural Colleges should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane.

CLOSING DATE: 08 June 2018 @16h30

NOTE: The successful candidates must sign an oath of secrecy with the Department. All shortlisted applicants will be subjected to a personnel suitability checks e.g. the verification of educational qualifications, citizenship, criminal record, reference checks, financial/ asset verification check and security vetting. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held, duties performed and durations) as well as certified copies of all qualifications, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Copies of certified copies will be disqualified. Applicants with foreign qualifications are advised to attach SAQA accreditations of their qualifications (within three months). The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete A, B And C Of The Z83 In Full. Applications received after the closing date, including faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, subsection 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The employment decision may be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST 20/270: DIRECTOR: EMPLOYEE WELLNESS & SPECIAL PROGRAMMES REF NO: LDARD 28/18

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

CENTRE: Head Office

REQUIREMENTS: Grade 12 plus an undergraduate NQF level 7 qualification in Social Work/Industrial Psychology or a four (04) year degree in Psychology or relevant equivalent qualification as recognised by SAQA and registration with relevant professional statutory bodies (Attach copy). At least 5 years experience at a middle/senior management on Employee Health and Wellness or Special Programmes. A valid driver’s license (Attach copy) Knowledge, Competencies and Skills: Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making skills, strategic leadership and capability skills and Creativity. Financial management, customer focus and responsiveness. Communication, computer skills, people management, planning and organizing. Conflict management, negotiation skills, diversity management and people Management. Change management programme and Project management.

DUTIES: Provide strategic direction for the directorate. Employee Health Wellness & Special Programmes (EW &SP). Develop, review policies and procedures related to EW &SP. Facilitate research on EW &SP. Develop EW &SP programmes and initiatives.
Human resource management and capacity development. Manage and facilitate the provision of transformation and special programmes. Manage and facilitate the implementation of HIV/AIDS and TB programme. Management and facilitate the provision of employee assistant programme. Manage and utilize resources (Human, financial, Physical) in accordance with relevant directives and legislation. Represent LDARD in various Fora related to EWSP. Compile plans and reports on EWSP. Coordinate departmental activities related to special programmes.

ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528
NOTE: Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. (In compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

POST 20/271: DIRECTOR: ASSET MANAGEMENT REF NO: LDARD 29/18

SALARY: An all-inclusive remuneration package of R948 174 per annum (Level 13)
CENTRE: Head Office (1)
DUTIES: Provide strategic leadership to the directorate. Management of physical assets of the Department. Management of inventory and Biological Assets of the Department. Management of all Departmental facilities. Management of Departmental Fleet. Preparation of financial statement. Develop and coordinate implementation of asset, policies both departmental and transversal. Represent LDARD on various Fora related to asset management.

ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528
NOTE: Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. (In compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

OTHER POSTS

POST 20/272: SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: LDARD 35/18 (01 POST)

SALARY: R420 909 per annum OSD. (Salary will be in accordance with OSD determination)
CENTRE: Head Office
REQUIREMENTS: Grade 12 plus LLB degree or any four years legal qualification as recognised by SAQA. 5 years appropriate post qualification legal experience. Admission as an Attorney/ Advocate of the High Court of South Africa will be an added advantage. A valid driver’s licence (attach copy). Knowledge, Skills and Competencies: A thorough understanding of the Constitution, Administrative Law, Knowledge of the South African Judicial System, Interpretation of Statutes, Financial Management and Public Finance Management Act (PFMA) and all relevant legislation in the Public Service. People management. Strong organizational and supervisory skills. Knowledge and competent in managing human resource, physical and financial resources. Exposure to the legislation guiding the agricultural sector will be an advantage. Experience in providing litigation support in court cases for and against the Department. Ability to work under pressure. Research and planning skills as well as innovative and developed analytical thinking skills. Practical experience in the
drafting, interpreting and scrutiny of contracts. Computer proficiency skills will be tested.

**DUTIES**

Advise the Department on exercising its statutory responsibilities in order to avoid and minimise litigation risks. Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions. Scrutinise legislation guiding the Department and provide assistance during the legislative process. Conduct legal awareness and education including workshops and information sessions. Sent out circulars and advisory notes on legal compliance. Deal with litigation on behalf of the Department through the State Attorney. Scrutinise contracts/agreement /MoU and comply with the prescribed procedure for the conclusion of binding documents. Provide support in Departmental Technical Committees. Development of reports and general Legal Administrative Work.

**ENQUIRIES**

Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

**POST 20/273**

**ASSISTANT DIRECTOR: TRANSPORT MANAGEMENT REF NO: LDARD 30/18**

**SALARY**

R334 545 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**


**DUTIES**

Coordinate Provision of Subsidized Vehicles. Coordinate Trainings, Workshops and Physical Inspection of Vehicles. Management of application and withdrawal of Scheme A, B, MMS & SMS Vehicles. Management of maintenance and utilization reports For Scheme A, B, MMS and SMS.

**ENQUIRIES**

Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

**POST 20/274**

**ASSISTANT DIRECTOR: SYSTEMS CONTROLLER REF NO: LDARD 31/18**

**SALARY**

R334 545 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

Grade 12 plus an undergraduate NQF level 6 qualification in Financial Management or relevant equivalent qualification as recognised by SAQA. 3-5 years’ working experience in Financial Management Systems. Valid driver’s license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge of PERSAL. Knowledge of LOGIS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).

**DUTIES**


**ENQUIRIES**

Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

**POST 20/275**

**ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: LDARD 32/18**

**SALARY**

R334 545 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

Grade 12 plus an undergraduate NQF level 6 qualification in Financial Management or relevant equivalent qualification as recognised by SAQA. 3 – 5 years’ working experience in Revenue Management. Valid driver’s license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).

**DUTIES**

Monitor the implementation of approved tariffs at District, Sub-Districts, Research Stations and Colleges. Respond to audit queries.

ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

POST 20/276: ASSISTANT DIRECTOR: WELLNESS MANAGEMENT REF NO: LDARD 33/18 (01 POST)

SALARY: R334 545 per annum (Level 09)

CENTRE: Head Office

REQUIREMENTS:

DUTIES:

ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

POST 20/277: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LDARD 34/18 (01 POST)

SALARY: R334 545 per annum (Level 09)

CENTRE: Capricorn District Office

REQUIREMENTS:
Grade 12 plus an undergraduate NQF level 6 qualification in Financial Management/Logistics or relevant equivalent qualification as recognised by SAQA. 3-5 years' working experience in Asset Management. Driver’s license (attach copy). Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury regulations, PPPFA, transport policy, computer skills, communication skills, report writing skills. Knowledge of BAUD system will be an added advantage.

DUTIES:

ENQUIRIES: Mr. Gololo PL and Ms. Sebatjane LD 015 632 8600

POST 20/278: ASSISTANT DIRECTOR: HRS REF NO: LDARD 37/18 (01 POST)

SALARY: R334 545 per annum (Level 09)

CENTRE: Madzivhandila College

REQUIREMENTS:
Grade 12 plus an undergraduate NQF level 6 qualification in Human Resource Management/Public Management/Administration or relevant equivalent qualification as recognised by SAQA. 3-5 years working experience in the Human Resource environment. Knowledge and working experience on PERSAL will be an added advantage. Valid driver’s licence (attach copy). Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills. Knowledge of Public service Regulations, other relevant legislation, Policies and Procedures. Knowledge of Public Finance Management Act. In depth knowledge HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills.

DUTIES:
Manages the overall provision of Human Resources services, policies and program at the college. Manage human resource staff and budget. Coordinate all development and human resource training programs. Manages recruiting and staffing at the college. Oversee and manage performance management system. Oversee and manage all employee support programs at the college. Manage data and ensure proper records and filing at all times. Coordinate the updating of structure. Coordinate Human resource planning. Coordinate HR and General records. Coordinate labour Relations.
ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎ 015 294 3124/3395/3528

POST 20/279 : LECTURER: AGRICULTURAL ECONOMICS REF NO: LDARD 38/18 (01 POST)

SALARY : R281 418 per annum (Level 08)
CENTRE : Madzivhandila College
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 7 qualification in Agricultural Economics or relevant equivalent qualification as recognised by SAQA. A qualification in Education or related field, e.g. Post-graduate qualification in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage. 1-2 years’ experience as an educator. Valid Driver’s License (attach copy). Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formally trained and presentation skills.

DUTIES : Present lectures in Extension and Partnership. Develop and review course material and study guides. Conduct classes. Present short courses/ vocational training to HET.FET students and other stakeholders. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎ 015 294 3124/3395/3528

POST 20/280 : LECTURER: EXTENSION AND PARTNERSHIP REF NO: LDARD 39/18 (01 POST)

SALARY : R281 418 per annum (Level 08)
CENTRE : Madzivhandila College
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 7 qualification in Agricultural Management/Rural Extension and Development or relevant equivalent qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate qualification in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage. 1-2 years’ experience as an educator. Valid Driver’s License (attach copy). Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formally trained and presentation skills.

DUTIES : Present lectures in Extension and Partnership. Develop and review course material and study guides. Conduct classes. Present short courses/ vocational training to HET.FET students and other stakeholders. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎ 015 294 3124/3395/3528

POST 20/281 : LECTURER: ANIMAL PRODUCTION REF NO: LDARD 40/18 (01 POST)

SALARY : R281 418 per annum (Level 08)
CENTRE : Tompi Seleka College
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 7 qualification in Animal Production/Animal Science or relevant equivalent qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate qualification in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage. 1-2 years’ experience as an educator. Valid Driver’s License (attach copy). Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formally trained and presentation skills.

DUTIES : Present lectures in Dairy production and Animal nutrition. Develop and review course material and study guides. Conduct classes. Present short courses/ vocational training to HET.FET students and other stakeholders. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎ 015 294 3124/3395/3528

POST 20/282 : IT TECHNICIAN REF NO: LDARD 41/18 (01 POST)

SALARY : R281 418 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 6 in Information technology/Computer science or relevant equivalent qualification as recognised by SAQA. Minimum of 1-2 years working experience in ICT field. Valid driver’s license (attach copy). Knowledge, Skills And Competencies: ITIL Foundation or COBIT foundation (Extra). Knowledge in MS Active Directory Management, Exchange, IP Telephony, Cisco Call Manager and Cisco Phones and ATA troubleshooting. Knowledge of Government Transversal Systems (BAS, FINEST and PERSAL). Knowledge of
telecommunications infrastructure and IP Telephony. Knowledge of LAN and WAN technology and protocols. Networking and Administration skills, with knowledge of Microsoft Windows software and operating systems. Experience in Microsoft Exchange and Microsoft Office suites. Strong knowledge of network switches (CISCO), network cabling and wireless devices.

**DUTIES:**
Network maintenance and Technical Support. Maintaining both the Active Directory (AD) and Call Manager. Maintaining and checking the asset registry for ICT equipment. Attendance of all Incidents logged on to the Helpdesk system. Installation and support of transversals systems.

**ENQUIRIES:**
Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

**POST 20/283**
**STATE ACCOUNTANT: REVENUE REF NO: LDARD 42/18 (01 POST)**

**SALARY:** R281 418 per annum (Level 08)

**CENTRE:** Head Office

**REQUIREMENTS:**
Grade 12 plus an undergraduate NQF Level 6 in Financial Management or relevant equivalent qualification as recognised by SAQA. 2-3 years’ working experience in Revenue Management. Valid driver’s license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge & experience of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written). Problem solving, time management. Computer skills (excel and word).

**DUTIES:**
Creation of new debts on BAS. Clearing of debts suspense account. Making follow up on debts. Preparations of monthly reports. Handling over of debts to Legal Services for recoveries. Clearing of revenue exceptions. Write letters and make telephone calls to all debtors in the debt book. Analyze debts file on daily, weekly and monthly basis. Prepare and consolidate monthly debt report from the district with that of the head office. Prepare debts written-offs list to assist the debt manager to prepare the provision for doubtful debts. Prepare submission to Legal section for further collection. Prepare departmental monthly debt report for the submission to the Provincial Treasury. Clear credits for over deductions. Monthly clearance of the debt suspense account. Conduct debt collection reconciliation at districts. Filling of all debts files in sequence. Ensure new debts files for the districts are forwarded to them in time.

**ENQUIRIES:**
Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

**POST 20/284**
**STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 43/18 (01 POST)**

**SALARY:** R281 418 per annum (Level 08)

**CENTRE:** Tompi Seleka College

**REQUIREMENTS:**
Grade 12 plus an undergraduate NQF Level 6 in Financial Management or relevant equivalent qualification as recognised by SAQA. 2-3 years’ working experience in budget Management. Valid driver’s license (attach copy) Knowledge, Skills and Competencies: Knowledge of Legislative framework (PFMA, PPPFA and Treasury Regulations). Knowledge of LOGIS, PERSAL and BAS.

**DUTIES:**

**ENQUIRIES:**
Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F 015 294 3124/3395/3528

**POST 20/285**
**STATE ACCOUNTANT- BUDGET REF NO: LDARD 44/18 (01 POST)**

**SALARY:** R281 418 per annum (Level 08)

**CENTRE:** Sekhukhune District Office

**REQUIREMENTS:**
Grade 12 plus an undergraduate NQF Level 6 qualification in Financial management or relevant equivalent qualification as recognised by SAQA. 2-3 years’ working experience in budget and expenditure).Knowledge, Skills and Competencies Knowledge of financial systems i.e. BAS, LOGIS and PERSAL, Knowledge of PFMA, Treasury regulation and DORA. Knowledge of compilation of revenue and budget estimates and as well as budget utilisation, Sound communication and presentation. Computer proficiency skills will be tested.

**DUTIES:**
Preparation of monthly IYM reports. Preparation of revenue budget, Implementation financial accounting policy in accordance with current procedure, Plan and execute financial accounting inspection, Ensure correctness of payments to the service
providers. Keep financial accounting system on standard, Reallocation of expenditure to correct expenditure codes, Identify over and under expenditure on programmes and advice mangers accordingly, Preparation of vehement submission, Preparation of monthly expenditure reports to managers.

ENQUIRIES: Ms. Mphahlele RS and Ms. Laka M.A (015 632 7000)

POST 20/286: ADMIN OFFICER: FACILITIES REF NO: LDARD 45/18 (01 POST)

SALARY: R226 611 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: Grade 12 plus an undergraduate NQF Level 6 qualification in Public Administration/Logistics or relevant equivalent qualification as recognised by SAQA 1-2 years appropriate experience. Knowledge, Skills and Competencies: Knowledge and understanding of lease agreement. Computer Literacy.


ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F (015 294 3124/3395/3528)

POST 20/287: LEGAL ADMINISTRATION OFFICER GR1- GR5 REF NO: LDARD 36/18 (01 POST)

SALARY: R174 606 per annum (OSD) (Salary will be in accordance with OSD determination)
CENTRE: Head Office
REQUIREMENTS: Grade 12 plus LLB degree or any four years legal qualification as recognised by SAQA. At least 2 years appropriate post qualification legal experience. Knowledge, Skills and Competencies: A thorough understanding of the Constitution, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA) and all relevant legislation guiding the Public Service. Good Communication and interpersonal skills; Problem solving and analytical thinking skills. Research and planning skills. Computer proficiency skills will be tested.


ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F (015 294 3124/3395/3528)

POST 20/288: DRIVER REF NO: LDARD 52/18 (01 POST)

SALARY: R127 851 per annum (Level 04)
CENTRE: Madzivhandila College
REQUIREMENTS: Grade 12 or a relevant equivalent qualification as recognised by SAQA plus a valid code C1 (10) driver’s license and a valid PDP. A code EC (14) will serve as an added advantage (attach copy). A minimum of 2 years’ experience in driving. Knowledge, Skills and Competencies: Ability to write and read. Willing to work under pressure and during early and after hours. Driving skills will be tested. Time management.

ENQUIRIES: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F (015 294 3124/3395/3528)

POST 20/289: DRIVER (02 POSTS)

SALARY: R127 851 per annum (Level 04)
CENTRE: Waterberg District: Mogalakwena Ref No: LDARD 53/18 (01 Post) Mopani District: Maruleng Ref No: LDARD 54/18 (01 Post)
REQUIREMENTS: Grade 12 or a relevant equivalent qualification as recognised by SAQA plus a valid code C1 (10) driver’s license and a valid PDP. A code EC (14) will serve as an added advantage (attach copy). A minimum of 2 years’ experience in driving. Knowledge, Skills and Competencies: Ability to write and read. Willing to work under pressure and during early and after hours. Driving skills will be tested. Time management.

ENQUIRIES: Mopani District: Mr. Zitha SS and Mr. Hobyane M.D (015) 812 3210
Waterberg District: Mr. Jones DB and Ms. Serumula D.D (014) 717 4949

POST 20/290: GROUNDSMAN

SALARY: R90 234 per annum (Level 02)
CENTRE: Capricorn District: Molemole Ref No: LDARD 55/18 (01 Post)
Mopani District: Maruleng Ref No: LDARD 56/18 (01 Post)

REQUIREMENTS: Grade 10/AET (ABET) level 3 or equivalent qualification. Knowledge, Skills and Competencies: Able to operate cleaning machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills.

DUTIES: Maintenance of the premises and surroundings. Empty dirty bins. Landscaping and garden maintenance. Prune and/or trim flowers and trees. Trimming of the bushes. Remove weeds and other unwanted plants. Watering the garden and flowers when necessary. Loading and offloading goods.

ENQUIRIES: Mopani District: Mr. Zitha SS and Mr. Hobyane M.D (015) 812 3210
Mr. Gololo PL and Ms. Sebatjane LD (015) 632 8600

POST 20/291: GENERAL WORKER REF NO: LDARD 57/18 (1 POST)

SALARY: R90 234 per annum (Level 02)
CENTRE: Mopani District: Maruleng

REQUIREMENTS: Grade 10/AET (ABET) level 3 or equivalent qualification. Knowledge, Competencies and Skills: Able to read and write. Knowledge of gardening equipment and appliances. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills. Good interpersonal relations.

DUTIES: Maintenance and cleaning of premises and surroundings. Maintain garden. Provide assistance on the loading and offloading of goods and other related general work activities.

ENQUIRIES: Mopani District: Mr. Zitha SS and Mr. Hobyane M.D (015) 812 3210

POST 20/292: REDLINE GATE GUARD (08 POSTS)

SALARY: R90 234 per annum (Level 02)
CENTRE: Vhembe District: Thulamela (Ref No: LDARD 46/18) (02 Posts) and Mutale (Ref No: LDARD 47/18) (02 Posts)
Mopani District: Giyani (Ref No: LDARD 48/18) (02 Posts); Phalaborwa (Ref No: LDARD 49/18) (02 Posts)

REQUIREMENTS: Grade 10 or equivalent qualification. Experience in Security Services or PSIRA will serve as an added advantage. Knowledge, Skills and Competencies: Ability to read and write. Knowledge of security services. Good Communication Skills, Good Interpersonal relations and report writing skills.

DUTIES: Keep and maintain redline gate Write or endorse all permits for animal and plant products passing through the redline gate. Inspection and registration of all vehicles passing through the redline gate. Report to the police and office damage on the redline fence. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Repair all fence breaks. Clearing bushes alongside the redline fence Experience in security services will be an added advantage.

ENQUIRIES: Vhembe District: Ms. Rathogwa M and Mr. Netshiombo DG (015) 963 2005/7
Mopani District: Mr. Zitha SS and Mr. Hobyane M.D (015) 812 3210

POST 20/293: CLEANER (09 POSTS)

SALARY: R90 234 per annum (Level 02)
CENTRE: Tompi Seleka College Ref No: LDARD 50/18 (02 Posts)
Madzivhandila College Ref No: LDARD 51/18 (07 Posts)

REQUIREMENTS: Grade 10 or equivalent qualification. Experience in cleaning services and knowledge of cleaning material will serve as an added advantage. Knowledge, Skills and Competencies: Able to read and write. Ability to work in different environmental conditions. Knowledge of cleaning products/ materials and equipment’s. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty.
Must be punctual, productive and show good behaviour towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele Principle.

**DUTIES**

Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment’s. Advice supervisor of any other area needing special attention in their working area.

**ENQUIRIES**

Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F  015 294 3124/3395/3528
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 04 June 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 20/294 : CLEANER: PROVINCIAL VETERINARY LABORATORY, REF NO: AGR 2018-22
SALARY : R90 234 per annum (Level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Able to read and write (ABET). Recommendations: Appropriate experience. Competencies: Good interpersonal skills; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure; Self-motivated; Good listening skills; Reliable; Diligent.
DUTIES : Provide a cleaning service; General cleaning in designated areas of the laboratory including bathrooms and passages in designated areas and sample reception area; Removal of general waste from laboratory bins including the sample reception area; Provide effective record keeping of all cleaning activities; Carry out the duties in the absence of second cleaner.
ENQUIRIES : Dr M Seutoali at (021) 887 0324
APPLICATIONS : If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.
NOTE : Applicants from relevant local communities will receive preference.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 18 June 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

MANAGEMENT ECHELON

POST 20/295 : DIRECTOR: ENVIRONMENTAL LAW ENFORCEMENT, REF NO: EADP 2018-16
SALARY : All-inclusive salary package of R948 174 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 requirements.
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : Post graduate degree in Law, Environmental management or Environmental/Natural or Social Science; A minimum of 6 years proven relevant management experience at a senior level in Environmental Management/Law; A valid code EB driving licence. Recommendations: Competency in at least two of the official languages dominant in the Western Cape; Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; and Completed Environmental Management Inspector training course. Competencies: Strategic
Capability and Leadership; Knowledge of Environmental legislation as well as Constitutional law, Administrative law, Criminal Procedure, Civil Procedure and Law of Evidence; Experience and understanding of interpretation of legislation; An ability to work in and motivate a team; Ability to communicate freely and easily with colleagues and clients alike.

**DUTIES**
Responsible for Strategic Management and Leadership of the Directorate: Environmental Law Enforcement; Strategic decision making and interventions to enhance Environmental Crime Investigations and Administrative investigations; Overall management & leadership of the Directorate: Environmental Law and Enforcement; Responsible for providing strategic, human resource, risk and financial management for the Directorate.

**ENQUIRIES**
Mr Ayub Mohamed at (021) 483 3722

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

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

**OTHER POSTS**

**POST 20/296**
**OPERATIONAL MANAGER NURSING (GENERAL SURGERY WARD: MALE)**
Chief Directorate: Metro Health Services

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

**CENTRE**
Khayelitsha 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. 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 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision-making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Appropriate experience in surgical care.

**DUTIES**
Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the nursing division. Coordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion, illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team-work). Function as a health care professional according to the applicable norms and standards.

**ENQUIRIES**
Ms G Mashaba, Tel No: (021) 360-4200

**APPLICATIONS**
The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION**
Mr A Ernstzen

**NOTE**
No payment of any kind is required when applying for this post. A job description is available on request. Candidates may be subjected to a competency/practical test.

**CLOSING DATE**
01 June 2018

**POST 20/297**
**RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY)**

**SALARY**
Grade 1: R351 516 per annum
Grade 2: R414 069 per annum
Grade 3: R487 752 per annum

**CENTRE**
Groote Schuur Hospital, Observatory

**REQUIREMENTS**
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer (RTT) AND AS Radiotherapy Laboratory Officer.
Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer (RTT) and as Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT).

Experience:

Grade 1: None after registration with the HPSCA in Radiation Oncology (Therapy).

Grade 2: Minimum of 10 years’ relevant experience after registration with the HPSCA in Radiation Oncology (Therapy).

Grade 3: Minimum of 20 years’ relevant experience after registration with the HPSCA in Radiation Oncology (Therapy).

Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) drivers licence will be an advantage. Competencies (knowledge/skills): Physical and mental ability to work with radiation devices or radioactive sources, in a high pressure environment. Technical ability to manufacture and design appliances, together with the required academic ability. Good verbal and written communication skills as well as interpersonal skills allowing for the candidate to work both in team and individual context. Ability to work with advanced computer systems and adhere to safety standards. Ability to work under pressure to tight deadlines. Knowledge of radiation and general safety guidelines and technical proficiency in terms of radiation laboratory and general workshop manufacturing processes and use of radioisotopes. The person must have the physical and mental ability to handle medical devices, radioactive sources and equipment in a high pressure environment.

DUTIES:

- Assist with the manufacturing and design of devices used for radiotherapy patient treatment. Have responsibility for the custodianship, storage and cleaning of radioactive sources, as well as design and manufacture of treatment and shielding devices for treatment of radiotherapy patients. Assist with the management of brachytherapy equipment and the treatment of radiotherapy patients, and have the knowledge of associated dosimetry. Be responsible for the teaching and training programme for staff and trainees that forms part of the multidisciplinary teams. Assist with general administration of the tasks completed within the laboratory. Assist medical physics with general radiotherapy quality assurance procedures as required.

ENQUIRIES:
Ms H Burger, Tel No: (021) 404-6240/6266 or E-mail: hester.burger@uct.ac.za

APPLICATIONS:
To 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. Applicants may be subjected to a competency assessment test. 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE:
01 June 2018

POST 20/298:
ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT
Eden District

SALARY:
R152 862 per annum

CENTRE:
Harry Comay Hospital

REQUIREMENTS:

DUTIES:
Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel...
data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

ENQUIRIES: Mr E Thom, Tel No: (044) 814-1099
APPLICATIONS: The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 June 2018

POST 20/299: HOUSEHOLD AID
West Coast District

SALARY: R90 234 per annum
CENTRE: Vredenburg Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts, weekends, night-duty and overtime. Ability to do physical work and operate machines/equipment in a cost efficient manner. Willingness to undergo formal and informal in-service training. Competencies (knowledge/skills): Ability to maintain good interpersonal relations with supervisor, colleagues and the public. Knowledge of cleaning procedures, infection control, safety and food services. Basic understanding of maintaining a safe and hygienically clean hospital environment and using correct methods of handling and disposal of refuse or waste products. Ability to accept accountability, responsibility and to work independently. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Serve meals and beverages to patients, including dishing of food. Assist with the routine control of stock, linen and non-surgical equipment. Cost effective utilisation of consumables or resources, assist with the loading and off-loading of stock. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES: Ms CH Oosthuizen, Tel No: (022) 709-5099
APPLICATIONS: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION: Mr JI Engel
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 01 June 2018

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: 04 June 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/300: CHIEF ENGINEER GRADE A, REF NO. TPW 2018-90

SALARY: All-inclusive salary package of R935 172 per annum (as per OSD prescripts)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Engineering Degree (BSc Eng/ B Eng) or equivalent qualification; A minimum of 6 years post qualification experience as a registered Professional Engineer required; Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Practice and procedure of Engineering and Safety Standards; The Law of Building Contracts, and its application to the
contracts in use by the Department; Broad knowledge of the building and engineering process, pricing and financing; Good knowledge of Acts, regulations, policies and instructions applicable to procurement in the Public Service; Good understanding and functional knowledge of administrative management processes in the Public Service, conditions of service and state financial procedures; Labour Laws; Good managerial and leadership skills; Analytical and innovative thinking; Project Management skills; Policy formulation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: To provide a solid engineering input in all work undertaken by the Directorate; To optimise the utilisation of available funds; Monitor and control (overall supervision) progress of projects and budget expenditure; Give advice and make rulings on contractual disputes; Manage staff of section; Provide cost advice, do estimates, coast checks, investigation, etc. as required; Determination of policy relating to the department, provision and maintenance of a comprehensive engineering technical service; Controlling of engineering technical services according to required standards indicators; System design and analysis; Long term planning.

**ENQUIRIES**: Mr G. Willemse at (021) 483 2839

**POST 20/301**: DEPUTY DIRECTOR: TECHNICAL SERVICES (EDUCATION), REF NO: TPW 2018-91

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

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

**REQUIREMENTS**: A relevant 3-year National Diploma/B-Degree with a minimum of 6 years’ management experience. A valid code 08 driving licence. Recommendations: None. Competencies: Knowledge in the following: Management and Project Management; Tender regulations; Financial Control (PMFA); Communication and Information management; Planning and Organising; Team Leadership; Leading and Supervising; Communications (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Project management: Responsible for managing the resources effectively and controlling the operation aspects of the sub-directorate; Personnel Management: Actively participate in the compilation and execution of regulations that is related to the human Resources when needed; Financial Management: Ensure compliance with the financial management system instituted by the accounting officer and any diversion from it should be dealt with immediately; Continuously ensure high standard of service of the sub-directorate; Imitate research in the occupational field to stay abreast of technical advances and maintenance requirements; Compile and submit reports to the director, based on the activities of sub-directorate; Chair the Technical (inspectorate) meetings of the Chief Directorate management and promote the uniform application of policies.

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

**POST 20/302**: PROFESSIONAL ENGINEER PRODUCTION: CIVIL REF NO: TPW 2018-89 (07 POSTS)

**SALARY**: Grade A: R637 875 - R687 171 per annum
Grade B: R726 048 – 782 175 per annum
Grade C: R 830 166 - 977 883 per annum
(Salary will be determined as per OSD prescripts).

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

**REQUIREMENTS**: Engineering Degree(B Eng/BSc Eng) or equivalent qualification; A minimum of 3 years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of
resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

ENQUIRIES: Mr G. Willemse at (021) 483 2839

POST 20/303: PROFESSIONAL ENGINEER PRODUCTION: ELECTRICAL REF NO: TPW 2018-96 (02 POSTS)

SALARY:
- Grade A: R637 875 - R687 171 per annum
- Grade B: R720 048 - R782 175 per annum
- Grade C: R830 166 - R977 883 per annum

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

REQUIREMENTS:
- Engineering Degree (B Eng/BSc Eng) or equivalent qualification; A minimum of 3 years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES:
- Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

ENQUIRIES: Mr G. Willemse at (021) 483 2839

POST 20/304: QUANTITY SURVEYOR PRODUCTION REF NO. TPW 2018-92 (03 POSTS)

SALARY:
- Grade A: R549 639 - R592 110 per annum
- Grade B: R628 452 - R677 016 per annum
- Grade C: R715 323 – R842 619 per annum

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

REQUIREMENTS:
- 4-year B-Degree in Quantity Survey or equivalent qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management.

DUTIES:
- Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey; Ensure adherence to quantity determination standards; Provide quantity survey advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity survey related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity survey work and processes; Administer performance
management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES: Mr A Van Leeuwen at (021) 483 5438

POST 20/305: ARCHITECTURAL TECHNOLOGIST PRODUCTION REF NO. TPW 2018-87 (05 POSTS)

SALARY: Grade A: R323 259 – R348 480 per annum
Grade B: R367 938 – R396 375 per annum
Grade C: R420 690 – R495 561 per annum
(Salary will be determined as per OSD prescripts)

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

REQUIREMENTS: Bachelor of Technology in Architecture (B Tech) or relevant qualification as recognised by South African Council for the Architectural Profession (SACAP); Minimum of 3 years post qualification experience as an Architectural Technologist; A valid driving licence; Compulsory registration with SACAP as an Architectural Technologist. Recommendations: None. Competencies: Basic knowledge of: The building contract; Building finance; Good knowledge of SABS national building regulation. Verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership, organising and teamwork skills; Conflict Management skills.

DUTIES: Assist architects and associates in site surveying, preparing measured drawings of existing facilities; Presentation of drawings and models and collecting of practical information relating to proposed projects; Detail and landscape design and working drawings serving as legal instructions to contractors and supervision of of construction to ensure compliance; Evaluate new and existing technical manuals, standard drawings and procedure to incorporate new technologies and develop and manage current technologies.

ENQUIRIES: Mr R Geyser at (021) 483 6439

POST 20/306: CHIEF WORKS INSPECTOR: BUILDING REF NO: TPW 2018-88 (07 POSTS)

SALARY: R281 418 per annum (Level 08)

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

REQUIREMENTS: A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 with a passed trade test or registration as an Engineering Technician. Minimum of 3 years' experience in a built environment; A valid driving licence. Recommendations: Experience in an electrical environment; Wiremans licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES: Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES: Mr M. Mokgalabone (021) 483 8559

POST 20/307: CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2018-95 (02 POSTS)

SALARY: R281 418 per annum (Level 08)

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

REQUIREMENTS: A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 with a passed trade test or registration as an Engineering Technician. Minimum of 3 years’ experience in a built environment; A valid driving licence. Recommendations: Experience in an electrical environment; Wiremans licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a
least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

**DUTIES**: Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

**ENQUIRIES**: Mr M. Mokgalabone (021) 483 8559

**POST 20/308**: PROJECT INFORMATION ADMINISTRATOR: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY EDUCATION, REF NO: TPW 2018-86

**SALARY**: R281 418 per annum (Level 08)

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

**REQUIREMENTS**: A relevant 3-year National Diploma/B-Degree with a minimum of 2 years relevant experience in a project management environment. Recommendations: Project management, Information technology or information management qualification; Information management exposure or training. Competencies: Knowledge of Information management and Information systems; Ability to manage information; Proven computer literacy (highly proficient in MS Office applications); Knowledge of applicable legislation’s; Knowledge of Bizprojects. Knowledge of My Content; Ability to work under pressure, ability to work independently and in a team; Apply technology skills. Planning and organizing skills; Good written and verbal communication skills in at least two of the three official languages in the Western Cape.

**DUTIES**: Effectively manage Project Administrators who are responsible for the timeous inputting of the programme/project information into the Project Management Information System (PMIS); Maintain a high degree of competency (super-user) in the use and application of the enterprise-wide PMIS (Microsoft EPM) and MS Project Professional including being able to create and enter new projects, assist users, effectively address users’ concerns, administer, distribute, forward and file project/programme information; Be able to create the required user reports; Ensure relevant, accurate and current project related information and data (physical and electronic records); Ensure project data integrity at all times; Attend meetings, take, distribute and file minutes; Manage document/change management process; Supervision of staff.

**ENQUIRIES**: Mr C Croeser at (021) 483 2848

**POST 20/309**: ADMINISTRATIVE OFFICER: EDUCATION INFRASTRUCTURE, REF NO: TPW 2018-82

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

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

**REQUIREMENTS**: Grade 12 (Senior Certificate) or equivalent qualification with a minimum of 6 years’ relevant experience. Recommendations: None. Competencies Knowledge in the following: Principles and processes for providing customer and personal services; Information management; Public administration; Problem solving and decision making; Citizen Focus, Responsiveness and Service Orientated; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager with administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**: Mr C Croeser at (021) 483 2848

**POST 20/310**: CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY EDUCATION, REF NO: TPW 2018-85

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

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

**REQUIREMENTS**: A relevant 3-year National Diploma/B-Degree with a minimum of 3 years’ experience in Occupational Safety. Recommendations: None. Competencies Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act,
Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Excel, MS Project).

**DUTIES:**
Managing health and safety plans for maintenance and construction works; Ensure that all contractors executing construction works on maintenance projects are in accordance with approved H & S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor’s equipment of sites and Health and Safety File; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare and health and safety specifications for construction works; Render technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act.

**ENQUIRIES:**
Mr C Croeser at (021) 483 2848

**POST 20/311:**
PERSONAL ASSISTANT: INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS EDUCATION, REF NO: TPW 2018-84

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

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

**REQUIREMENTS:**
Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate with a minimum of 3 years’ experience rendering support services to senior management. Recommendations: None. Competencies: Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy; Records Management skills; Knowledge of HRM processes; Financial Management skills.

**DUTIES:**
Provide a secretarial/ receptionist support service to the Director; Render an administrative support service to director and professional staff; Provide support to the Director regarding meeting and administration of the Budget; Analyse the relevant Public Service and departmental policies and prescripts and other documents and ensure that the application thereof is properly understood.

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

**POST 20/312:**
PROJECT ADMINISTRATOR REF NO: TPW 2018-83 (2 POSTS)

**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’ experience. A Valid code B (manual) driving licence. Recommendations: Information management exposure/support/training; Working in a support role. Competencies: Knowledge of the following: Project management; Principles and processes for providing support; Proven computer literacy; Excellent 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 C Croeser at (021) 483 2848

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

**POST 20/313:**
PROJECT SUPPORT CLERK/CALL CENTRE OPERATOR, REF NO. TPW 2018-80 (06 POSTS)

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

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

**REQUIREMENTS:**
Grade 12 (Senior certificate or equivalent qualification). Recommendations: A minimum of 1 year practical experience. Competencies: A good understanding in the following: Meeting deadlines; Record keeping; Ability to work under pressure; Ability
to work independently and in a team; Good interpersonal relations; Proven computer literacy (MS Work, MS Excel, MS Outlook, MS Projects); Good communication (verbal and written skills in at least two of the three official languages of the Western Cape Province.

**DUTIES**

Provide a reception service: Diary Management; Facilitate appointments; Handling enquiries and complaints from clients; Referral of clients; Providing a typing service: General typing of submission, default letters and general correspondents; Spreadsheet for statistics to produce reports on projects; Provide office administration; Provision of effective record keeping; Relieve as a secretary when needed; Provide logistical support; Arrange traveling, accommodation, special functions, invitations, venue bookings and refreshments etc; Assist with ordering and monitoring of stationary and equipment.

**ENQUIRIES**

Mr A Beetul at (021) 483 9460

**APPLICATIONS**

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