PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2018
DATE ISSUED: 15 JUNE 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.

AMENDMENT: Gauteng: Provincial Treasury: Kindly note that the post of Deputy Director-General: Supply Chain Management, advertised in vacancy circular 23 dated 08 June 2018, the duration of the contract has been amended to 12 months.
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## PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS

Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria

CLOSING DATE

29 June 2018 at 16:00

NOTE

Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment also the shortlisted candidate will be subjected to a technical test as part of the interview process.

MANAGEMENT ECHELON

POST 24/01: DEPUTY DIRECTOR-GENERAL: ARTS, CULTURE PROMOTION AND DEVELOPMENT REF NO: 47/2018

SALARY

An all-inclusive remuneration package of R1 370 973 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE

Pretoria

REQUIREMENTS

The applicants must be in possession of a post graduate qualification (NQF8) as recognized by SAQA. Qualifications in the field of arts, culture and heritage, would be an added advantage. 8-10 years proven experience in a senior managerial level in government or at a parastatal. Proven strong belief and commitment to good governance, development and excellence in arts and culture sector. The ability to drive transformation in the arts, culture and heritage sector. The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department. Knowledge, understanding and implementation of the Acts and Regulations pertaining to the arts, culture and heritage sector. Sound understanding of the National Programme of Action and the role of arts, culture and heritage (ACH) sector. Proven capabilities in general core competencies for SMS in the Public Service including, Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People
Management and Empowerment. Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.

**DUTIES**

The successful candidate will be responsible for executing the following:

Contributing to the growth and enhancement of competitiveness of the creative industries. Stimulating market access and increasing market demand and supply capacity across all sectors, promoting and developing the arts broadly, developing, promoting and protecting official languages in South Africa. Enhancement of the linguistic diversity of the country through policy formulation and implementation. Ensure that the translation and editing services to Government Services are rendered. Coordinate and monitor the Government Language structures. Develop of multilingual terminologies to support communication in official languages. Support the development of human language technologies that promote the usage of and access to official languages. Oversee management of the budget and resources of the branch.

**ENQUIRIES**

Ms N Ngcama Cell: 082 324 3637/ Ms Siena Botha Tel No: 012 441-3646

**POST 24/02**

**DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 48/2018**

Branch: Corporate Services

**SALARY**

An all-inclusive remuneration salary package of R948 174 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

The applicants must be in possession of a (NQF Level 7) qualification as recognized by SAQA in the field of Financial Management or equivalent qualification. 5 years of experience at middle/senior managerial level, preferably in the Public Service. Knowledge of policies such as PFMA, Traveling, debt recovering Policy, Petty Cash, Suspense Accounts Policy, Salary Advance Policy, Dona funding Policy, Band ad Cash Management policy) Adequate experience in financial administration, bookkeeping and reporting. Strategic and leadership capabilities. Management and leadership skills, computer skills, problem solving skills, good communication and interpersonal relations, strategic planning, stakeholder relations, numeracy and entire controls.

**DUTIES**

The successful candidate’s responsibility will be to: manage and provide effective and efficient financial services to the Department. Establishment of a system of internal control to mitigate risks, including the segregation of duties. To provide effective and efficient financial administration services to the Department and ensure that all financial transaction is accounted for accurately and timely during specific financial year. Conducting regular reviews of existing fees, tariffs etc. relating to revenue accruing to the relevant revenue fund. Compile interim and annual financial statement. Ensuring that the Department monthly expenditure is in accordance with cash flow projections Establishment age analysis reports and effective processes to collect outstanding debts. Establishment age analysis reports and effective processes to settle liabilities within 30 days. Ensure the implementation of PFMA treasury regulation and compliance thereof. Liaise with stakeholders, External and Internal auditors.

**ENQUIRIES**

Ms Nomtha Ngcama / Ms Siena Botha Tel No: 012 441-3646
CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

OTHER POST

POST 24/03: DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: CSP/06/2018

This is a re-advertisement of ref: CSP/27/2017. Applicants who previously applied should re-apply if still interested.

Period: 12 Months contract

SALARY: R657 558 per annum (all inclusive package)

CENTRE: Pretoria


DUTIES: Facilitate the Departmental planning process by Coordinate and facilitate the consolidation & review of the department’s strategic plan. Capacitate Departmental role players and Conduct capacity building workshops in strategic planning. Advise departmental strategic role players. Knowledgeable regarding planning and reporting processes aligned to the MTEF cycle. Facilitate review and approval process of strategic plan reports and manage the process of compiling the Annual report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and

ENQUIRIES

Mr BK Shiphamele Tel No: 012-393-4359/2500
ANNEXURE C

DEPARTMENT OF DEFENCE

APPLICATIONS : Department of Defence, Chief Directorate Human Resource Development, Private Bag X159, Pretoria 0001 or may be hand delivered to Defence Headquarters, Armscor Building, Corner Nossob Street and Delmas Avenue, Erasmuskloof, Pretoria.

CLOSING DATE : 06 July 2018 (Applications received after the closing date and faxed copies will not be considered).

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

For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months ito the prescribed rules.

OTHER POST

POST 24/04 : SENIOR PERSONNEL PRACTITIONER, REF NO: ETD/16/18
Directorate: Education, Training and Development (ETD)

SALARY : R281 418 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A recognised three year Degree/National Diploma in Human Resource (HR)/ETD practices. A minimum of 2 - 3 years’ experience in HRD/HRM with special reference to ETD. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Successful candidate will be required to obtain a conﬁdential security clearance within a year. Special requirements (Skills needed): Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Interpersonal proﬁciency, organising, research, problem solving, analysing, innovation and creative-, decision making-, inﬂuencing-, presentation- and negotiating skills.

DUTIES : Participate in policy development and review that contributes to giving strategic direction on the development of PSAP at salary levels 13 and above in the DOD. Collaborate in the administration of review outcome analysis for PSAP at salary
levels 13 and above. Collaborate in the research, design, development and maintenance of a learning path for PSAP at salary levels 13 and above. Coordinate developmental programmes in the DOD inclusive of Integrated Management Development Programmes (IMDPs) for PSAP at salary levels 13 and above. As directed by management, participate in the design and development of developmental programmes for PSAP at salary levels 13 and above in the DOD. Monitor, evaluate, report and participate in the review of Induction Programmes for PSAP at salary levels 13 and above in the DOD. Maintain PSAP ETD Intranet database with the focus on sharing information on the development of PSAP at salary levels 13 and above in the DOD. Coordinate the Compulsory Induction Programme (CIP) for civilians in the DOD. Monitor, evaluate and report on the development of PSAP at salary levels 13 and above in the DOD, with special reference to monthly, quarterly and annual reporting as part of the Performance Against Plan (PAP).

ENQUIRIES

Ms V.M. Sebeho, Tel No: (012) 355 5710 / 5880.
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 Mbokota/ Mr. T Kekana/ Peter Ndlovu

CLOSING DATE: 29 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. NB email or fax applications will not be accepted.

OTHER POST

POST 24/05: LEGAL ADMINISTRATION OFFICER

SALARY: Basic Salary of R226 227 – R312 510 per annum, plus benefits (Salary Notch will be determined in accordance with experience in term of the OSD for Legally Qualified Professionals) (Level MR3 to MR4)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An LLB or equivalent four year legal qualification plus 2 years post qualification legal experience PLUS the following key competencies, Knowledge of: South African Legal System, Constitutional and Administrative law, Law of Contract, DoE Policies and Acts, Public Service Acts and Legislation, Legal Drafting and Interpretation. Skills: Computer Skills, Project Management, Research skills, Legal Court Practice Skills, Legal Administration, Negotiation and dispute resolution, Communication (Written and Verbal). Personal Attributes: Information Evaluation, Decision Making, Problem Solving. Recommendation: Written Assessment will be conducted and all applications must include a certified copy of course credits.

DUTIES: Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters. Scrutinize legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Advice the Minister or Director-General on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department. Scrutinize draft international agreements and comply with the prescribed procedure for the conclusion of international agreements.

ENQUIRIES: Ms. S Naidoo Tel No: 012 406-7508
ANNEXURE E

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: 29 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).

OTHER POSTS

POST 24/06: SENIOR ADMINISTRATION CLERK
Directorate: Northern Cape Provincial Office

SALARY: Commencing salary of R152 862 per annum (Level 05)

CENTRE: Kimberley

REQUIREMENTS: Applicants should be in possession of an appropriate Grade 12 Certificate and Higher Education Certificate (NQF level 5) in Accounting, Business Studies or related qualification. One (1) year experience including internship or learnership. Skills and Competencies: job knowledge, interpersonal relations; flexibility; teamwork; computer; planning and organisation; language; good verbal and written communication skills.

DUTIES: The successful candidate incumbent will be responsible to render effective archive management to the Provincial Office and districts and fleet management. Support the provincial management on human resource operations, supply chain management and financial management.

ENQUIRIES: Mr M Nagel, Tel No: (053) 8321378

POST 24/07: FOOD SERVICE AID
Directorate: Security and Facilities Management

SALARY: Commencing salary of R107 886 per annum (Level 03)

CENTRE: Pretoria
**REQUIREMENTS**

Applicants must be in possession of an appropriate Grade 12 certificate. Further qualifications in food service and cleaning industry will be added advantage. Experience: General exposure in food service aid and cleaning services. Applicant must be able to read, write and communicate in English. Applicant should have good interpersonal and communication skills. Ability to work under pressure and even longer hours when required.

**DUTIES**

The successful candidate will be responsible for setting up of boardrooms for meetings. Cleaning of kitchen utensils and dish cloths after meetings. Cleaning of staff member’s cutlery and crockery. Responsible for cleaning of water bottles and filling them with fresh water daily. Safe keeping of kitchen utensils. Cleaning of offices, microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required. Replace toilet papers, hand paper towels, hand soap and seat wipes in the toilets for afterhours meetings.

**ENQUIRIES**

Ms X Job. Tel No: 012 473 0334
## Government Pensions Administration Agency (GPAA)

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

**FOR ATTENTION:**
Ms Mapule Mahlangu – Recruitment

**CLOSING DATE:**
29 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](http://www.gpaa.gov.za) (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-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 24/08**

**ASSISTANT MANAGER: EMPLOYEE BENEFITS ACCOUNTING**

**REF NO:** (ASM/EBA/2018/06-1P)

**SALARY:** R334 545 per annum (basic salary) Level 09

**CENTRE:** Pretoria Office

**REQUIREMENTS:**
A recognised three-year Bachelor’s Degree or equivalent three year qualification (360 credits/NQF 6) majoring in Accounting with at least 4 years’ experience in financial management and administration of which at least 2 years involved supervising or management of staff; Supervisory experience in the management of the general ledger will be an added advantage; Preference will be given to applicants who completed articles signed off by SAICA; Computer literacy that

**DUTIES**

The purpose of the post is to assist with managing the Fund's (i.e. GEPF, AIPF and TEPF) employee benefits accounting function. This will be supported by reconciled general ledger accounts leading to an unqualified audit report. The successful incumbent of this position will be responsible for assisting the Manager in providing timely, accurate and relevant financial and management information to Senior Management which includes the following, but not limited to: Assist with management of the general ledger: Creation of new general ledger accounts; Review and authorisation of journal entries; Clearing of all the suspense accounts before the reporting period is closed; Closing of general ledger bookkeeping months; Requesting of trial balances; and Review of general ledger reconciliations. Assist with the management of payment process: Verification of banking details for amounts above R1 million and address any related matters raised; Authorisation of telegraphic transfers on Safetyweb for amounts above R1 million; Authorisation of payments relating to interest on late benefits; Authorisation of payments relating to suppliers, maintenance orders and employees expenses; Removal of system warnings for amounts above R1 million before a payment is made; and Management of monthly and daily payment runs. Assist with the financial reporting: Assist with the reviewing of financial accounting policies and frameworks; and Assist in the preparation of monthly, quarterly and interim and annual financial statements required by management of the relevant Funds. Assist with the management of audit processes: Assist with preparation and provision of year-end audit file; Assist with preparation and provision of additional information required by the auditors; Assist with resolution of internal and external audit queries; and Assist with implementation of internal and external audit recommendations. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, developing performance standards and evaluating team and individuals; Monitor staff regarding human resources such as leave, recruitment and grievances; and Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

**ENQUIRIES**

Ms Mapule Mahlangu Tel No: 012 399 2639

**NOTE**

One position of Assistant Manager: Employee Benefits Accounting in the Finance section is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian males or females and people with disabilities. Candidates of the specified groups are encouraged to apply.
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**

29 June 2018 at 12h00

**NOTE**

Only South African Citizens, and Permanent Residents need apply as per PSR 2016. 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**

<table>
<thead>
<tr>
<th>POST 24/09</th>
<th>DIRECTOR: HUMAN RESOURCES MANAGEMENT (GTAC) – REF NO: G012/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Term: Permanent</td>
</tr>
<tr>
<td>SALARY</td>
<td>R948 174 – R1 116 918 per annum (All-inclusive package) (Level 13)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree in the field of Human Resources Management or related field such as organisational design and/or human resource planning. 8 – 10 years’ experience in Human Resources Management, at least 5 of which at a middle management level, experience in the public service is an advantage</td>
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<tr>
<td>DUTIES</td>
<td>Develop, implement and report on the HCM annual work plans and performance indicators, provide inputs into and implement and report on the HCM budget, manage the capacity, productivity and performance of HCM staff including; establishment of posts. Recruitment of staff, development of performance plans and review of performance, development of competence, resolution of issues. Manage the establishment, and coordinate and monitor the implementation and maintenance of the GTAC HCM policies, procedures and templates for the management, in compliance with PSA regulations, the LRA and collective agreements, of; GTAC post establishment management, GTAC recruitment, appointment, probation and exit management, GTAC remuneration and benefits management, GTAC employee performance management, GTAC employee health and wellness management, GTAC employee talent and retention management, GTAC training and development management, grievances and disputes management, disciplinary management including the disciplinary code, employment equity management including codes of good practice. Manage the implementation, compliance and relevance of HR Management policies and procedures including; developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organising and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on employees, monitoring and addressing issues of non-compliance to the policies, conducting periodic reviews of policies in line with changes to legislation, collective agreements and organisational environment changes, organising and supporting HCM audits and implementing findings. Manage the continuous improvement of...</td>
</tr>
</tbody>
</table>
GTAC HCM processes including; organising and/or conducting research on latest HR trends and compiling reports, attending DPSA workshops with regards to HR to ensure that all legislative and regulatory frameworks are updated, building interdepartmental network groups for reference and benchmarking. Manage the design of the GTAC organisational structure and establishment of posts including; consultations with the Minister, determination of core mandated and support functions, and alignment with the GTAC strategic plan, verification and creation of new posts / revision of old posts where required, determination of budget across the MTEF period, making provision as and when required for the employment of person additional to the establishment, manage the design, development, evaluation and grading of GTAC posts except for those directed by the Minister in terms of regulation 41(2)(d) or vacant positions except where the post has been evaluated in the last 60 calendar months. This includes addressing under-graded and over-graded posts in line with the GTAC job evaluation policy, manage the appointment of the GTAC selection committee, the facilitation of meetings and the management of recommendations, manage the advertising of vacant posts, screening of candidates, facilitation of interviews, verification of qualifications and conducting of security checks, manage the appointment, re-appointment, secondment, employment of persons additional to the establishment of GTAC and the utilisation of unpaid voluntary workers, manage the GTAC salary schedule, the payments of benefits and compensations, the retention and remuneration of scarce skills, and payroll communications and approvals, manage the induction of GTAC employees and conditions of service policy including working hours, overtime, leave, employee probation, and exits from the establishment, manage the establishment and maintenance of the GTAC employee information management system including ensuring that records of each employee and of each post on the establishment are kept in accordance with the information requirements as issued by the Minister. Manage the HR planning environment including the; research, drafting, approval and implementation of the GTAC HR Plan and HR implementation plan annually, implementation and monitoring of the workforce planning model and provision of guidance on improvements, manage the establishment and maintenance of the GTAC employee performance management policy and system including the; development of assessment instruments, establishment of the GTAC performance incentive scheme, annual development and implementation of the performance management scheme and cycle, the resolution of performance assessment disputes, the implementation of outcomes of the annual performance assessment, the recognition and/or reward, as approved by the Minister, of exceptional value add to the GTAC or the public service or exceptional ability or meritorious service. Manage GTAC employee training and development management including the; preparation, implementation, monitoring and evaluation of the GTAC human resource development plan and budget, the identification and contracting of external ETD programmes and providers, and administration of the ETD provider and programmes database, the scheduling, booking and communication of ETD programmes, and receipt and recording of results, the provision of financial or other assistance to employees for any study, training or research required by the GTAC or related to the GTAC skills, the granting or allocation bursaries for higher education, general education or continuing education and training to employees or other persons in terms of the GTAC human resources development plan, the preparation and submission of the GTAC workplace skills plan (WSP) and annual training report (ATR) to the PSETA. Manage the GTAC employee health and wellness management programme including the; drafting, approval and management of the implementation and review of the GTAC employee health and wellness management framework, programme and budget, coordination of activities and implementation of the decisions of the employee wellness committee, auditing, analysis and reporting on GTAC employee health and wellness, provision of support and capacity building to GTAC line management including; provision of employee health and wellness support. Manage the retention of employee talent including the; development, implementation and review of the GTAC employee retention programmes based on the HR Employer Value Proposition (EVP), development and implementation of employee retention strategies such as career development and talent management, conducting of exit interviews and analysis and resolution of issues.
Manage the HRP and HRD records management and information reporting including the; electronic and manual filing of HRP and HRD reports and records, implementation of recommendations from MPAT outcomes and the HR Plan outcomes from custodian institutions, preparation and submission of reports to relevant legislative bodies, stakeholder departments and the DPME on the management performance assessment tool, provision of inputs into the annual GTAC plans and reports.

ENQUIRIES
: Kaizer Malakoane Tel No: (012) 315 5442

OTHER POST

POST 24/10
: DEPUTY DIRECTOR: EMPLOYEE RELATIONS AND EMPLOYEE EQYITY

HUMAN CAPITAL MANAGEMENT & CORPORATE SUPPORT (GTAC) – REF NO: G011/2018
Term: Permanent

SALARY
: R779 295 – R917 970 per annum (All-inclusive package) (Level 12)

CENTRE
: Pretoria

REQUIREMENTS
: To be considered for this position, the applicant must have a completed NQF Level 7 Bachelor Degree in Human Resources Management, Labour Relations, Employment Practices/Law, Change Management or related. At least 5 Years' experience in Labour Relations, Human Resources Management or an environment requiring negotiation, trade union relations, and/or dispute resolution. At least 2 years' experience in a supervisory position. Excellent communication skills and ability to resolve conflict; Excellent report writing skills; Policy development skills; Efficient administration skills; Good analytical skills and ability to interpret statistics; Good knowledge of Public Service Regulations, Labour Legislation, government policies and procedures; Ability to understand electronic reporting systems; Willingness to travel between GTAC offices.

DUTIES
: Develop and Implement relevant policies and plans for the GTAC, develop a GTAC ER and EE plan in relation to requirements from the DPSA and department of labour, develop and implement a GTAC policy on progressive discipline, grievance management and influence policies affecting employment equity practices of the GTAC, develop and communicate GTAC strategies as it pertains to EE, gender, and disability management, assist GTAC managers to develop operational plans incorporating ER, EE, gender and disability requirements, develop templates relating to ER, EE, transformation, gender mainstreaming and disability management for consistent implementation in the GTAC, develop and implement training material to build capacity within the GTAC, periodically review policies and plans in line with changes to legislation, collective agreements and GTAC changes. Implementation of Labour Relations, EE, Gender and Disability Management within the GTAC; Ensure GTAC compliance with relevant labour legislation, collective agreements, and directives, advise management and staff on the provisions of acts, collectives agreements, directives and guide adherence to the codes of good practice, identify areas of non-compliance and advise management of necessary corrective action, Convene and facilitate an EE committee for the GTAC, Provide advice to management and staff on how to achieve and maintain the prescribed EE, Gender and Disability Targets, Advise management on budgetary requirements to make reasonable accommodation for disabled and employees with special needs, facilitate GTAC initiatives to create awareness on disability management, encourage gender mainstreaming and interventions targeted at improving representation of females and employees from previously disadvantaged groups within the GTAC. Provision of Secretariat Services to the Departmental Bargaining Chamber; Attend the GTAC DBC in the capacity of GTAC employer representative, providing secretariat services to the GTAC, ensure that all matters for discussion at the DBC are documented and forwarded to the PSCBC within the required timeframe, provide technical advice and guidance on negotiation and conflict resolution in terms of applicable legislation, advise management on implications of decisions reached at DBC and facilitate implementation of recommendations, take minutes during the DBC and keep accurate records of discussions and deliberations, arrange DBC meetings and interface with council on logistical requirements for quarterly meetings.
Manage progressive discipline, grievance and poor performance processes for the GTAC; Advise managers and staff on progressive discipline sanctions and applicable time frames, Acknowledge receipt of grievances and ensure speedy resolution within the prescribed timeframes, facilitate development of terms of reference and sourcing of investigators to resolve misconduct, grievance and other GTAC cases which cannot be investigated internally, represent the GTAC in relevant forums including DBC, PSCBC, GPSSBC, CCMA, labour court, department of labour, and national labour councils. Ensure appropriate records management and information reporting of GTAC statistics; Monitor and evaluate the implementation of operational reports of business units against annual targets on a quarterly basis, ensure capturing of all ER and EE statistics on required platforms – systems and websites as mandated, ensure all required reports are accurately developed and submitted to relevant legislative bodies, departments, and/or organisations, manage and ensure effective electronic and manual filing system of ER and EE reports and records, ensure all progressive discipline documents are filed and disposed of at expiration, Report to relevant councils all resolutions reached of mutual interest between the GTAC as employer and labour bodies, provide input into the annual GTAC plans and reports.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442
DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 02 July 2018; 12:00pm Mid-Day

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

OTHER POSTS

POST 24/11: DEPUTY DIRECTOR: DENTAL THERAPY GRADE 1 (REF NO: NDOH 33/2018)

Chief Directorate: Health Promotion, Nutrition and Oral Health
Directorate: Oral Health

SALARY: Grade 1: R769 026 – R853 509 per annum as per OSD. Originally certified certificates of service must be submitted with the application.

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Dental Therapy or Oral hygiene. At least three (3) years appropriate experience in public oral health services after registration with HPCSA, in the relevant profession. Knowledge of financial management, human resources management, experience in project management, Good communication (verbal and written), analytical, planning, organisational, interpersonal relations and computer skills (MS Office packages).

DUTIES: Develop policies or strategies for effective oral health service delivery. Facilitate the finalization of a draft Oral Health policy and strategy. Assist with compilation of budgets and expenditure statements for the Directorate. Develop, monitor and evaluate norms and standards for primary oral health services delivery. Visit Provinces, District Health facilities for monitoring. Develop methods/strategies and activities to integrate oral health into general health at primary health level. Organise oral health outreach programmes and contribute in development of School Health policy. Engage in oral health promotion activities, including communication of oral health messages through the development of Information, Education and Communication (IEC) material.

ENQUIRIES: Ms TL Moeng-Mahlangu at Tel No: (012) 395 8782
POST 24/12  : ASSISTANT DIRECTOR GRADE 1: ENVIRONMENTAL HEALTH (REF NO: NDOH 34/2018)
Chief Directorate: Environmental Health and Port Health Services

SALARY : Grade 1: R459 558 per annum as per OSD. Originally certified certificates of service must be submitted with the application.

CENTRE : Pretoria

REQUIREMENTS : A Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner in good standing (Registration card expiring 31 March 2019, obtainable from the HPCSA, not proof of payment). At least five (5) years’ experience in Environmental Health of which three (3) years must be in a supervisory/management position. Knowledge of Environmental/Municipal Health Services and South African legislation related to Environmental/Municipal Health and other relevant Policies and Government plans. Good management, communication (written and verbal), computer (MS Word, MS Powerpoint and MS Excel), financial management, administrative, planning, facilitation, training, research/analysis, investigation and complaints handling skills. Must be willing to travel and work long and irregular hours. A valid driver’s license.

DUTIES : Monitor compliance to norms and standards by municipalities. Review Environmental/Municipal Health Services related legislation, policies, guidelines, Norms and Standards documents and relevant monitoring tools. Conduct training and workshops on issues relating to Environmental/Municipal health services to ensure capacity building on any environmental health guidelines, policies and legislation. Facilitate the development of information, education and communication material related to environmental health, including drafting specifications and requirements thereof. Coordinate collaboration with other stakeholders who have the component of environmental health and give technical inputs or comments. Collaborate and engage with internal and external stakeholders on Environment/Municipal Health. Participate in National structures to ensure prioritisation of Environmental/Municipal Health issues and report. Conduct all administrative activities aimed at enhancing provision of environmental health. Generate and maintain a contact list for provinces and municipalities. Manage queries from the national, provincial and local spheres of government including parliamentary questions and the public and provides support where required.

ENQUIRIES : Mr Murdock Ramathuba Tel No: (012) 395 8518

Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health

SALARY : Grade 1: R459 558 per annum as per OSD. Originally certified certificates of service must be submitted with the application.

CENTRE : Coastal Region KZN

REQUIREMENTS : A Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner in good standing (Registration card expiring 31 March 2019, obtainable from the HPCSA, not proof of payment). At least five (5) years’ experience in Environmental Health of which three (3) years must be in a supervisory/management position. Knowledge of the legislative and policy framework informing this complex area of operation. Technical and practical knowledge of environmental health and port health. Ability to interpret and implement applicable legislation and guidelines. Knowledge of Public Service Regulations, Legislation, PSA, International Health Regulations and the Control of Communicable Diseases. Good management, communication (written and verbal), computer (MS Word, MS Powerpoint and MS Excel), financial management, administrative, planning, interpersonal, research/analysis, leadership and networking skills. Must be willing to travel and work long and irregular hours. A valid driver’s license.
DUTIES: Manage and ensure implementation of the International Health Regulations (2005) and all other port health related legislation. Develop and/or review core capacity action plans to identify challenges and gaps identified in the core capacity assessment process. Ensure Point of Entry complies with requirements of the IHR (2005). Ensure the inspection, monitoring and sampling of imported foodstuffs, cosmetics, disinfection and any other product with health impact. Manage and facilitate the rendering of a comprehensive port health services. Manage and coordinate inspection of all imported consignments to ensure compliance to the relevant legislation in place. Control importation of communicable diseases and ensure implementation of a surveillance system for notification of communicable disease. Develop and implement control measures and management of protocols for emerging diseases in respect of international travelers. Ensure a safe environment for travelers using the point of entry. Monitor baggage, cargo containers, conveyance, goods and postal parcels and human remains departing and arriving from affected areas. Manage and supervise staff and resources. Evaluate performance of subordinates. Compile monthly data as per the National indicator report. Management of risk and queries. Minimise risks in issues pertaining work area. Risk assessment and audit queries.

ENQUIRIES: Ms AP Hargreaves Tel No: (031) 301 0381
ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS
Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard Street (former Schoeman Str.) Pretoria.

CLOSING DATE
29 June 2018 Time 16H00

NOTE
Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

MANAGEMENT ECHELON

POST 24/14
DEPUTY DIRECTOR-GENERAL (REF NO: DHET 01/06/2018)
(This post is being re-advertised and candidates who had previously applied may re-apply)
Branch: Planning, Policy and Strategy

SALARY
R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor’s degree/advanced National Diploma (NQF 7) and postgraduate qualification with a strong policy or development planning focus at NQF 8 level as recognized by the South African Qualifications Authority. A Master’s or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum 8 to 10 years proven experience at senior management level in the education sector. Demonstrable public sector leadership and management acumen. Extensive experience in the areas of education planning (short, medium and long-term); implementation, monitoring and supporting programmes, and priorities across all spheres of the Department; and evaluation of policies is a strong recommendation. Good understanding of the functioning of the Department and its entities, as well as its stakeholders and partners. Well-developed strategic management and leadership capabilities. A thorough understanding of policy and administrative processes within government. Sound innovation and organisational abilities. A good understanding of policy and governance issues. Knowledge of key education and skills development legislation, Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel locally and internationally. 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 to create an environment for a high-performance culture and staff development. Deep understanding of key policy imperatives of the higher education sector, including relevant public sector governance prescripts. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multi-sector processes. Ability to build trust amongst relevant stakeholders at macro level. Ability to manage multiple projects/programmes. Excellent interpersonal and communication skills (written and verbal), and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated, customer focused, and solution orientated and able to work under stressful situations.

**DUTIES**

The successful candidate will report to the Director-General and be responsible to provide strategic leadership support, including supervising staff and directing the Department in the delivery of its core mandate and priorities as set out by the Director-General and Minister. Perform the following key functions: Manage transversal sector research and resource planning and ensure effective knowledge management services for information access and dissemination. Ensure sound strategic management, financial/budget and operational planning, and the judicious application of funds approved for the Branch. Manage a central database system for registered private institutions. Plan and manage the post-school system for infrastructure and physical facilities planning. Manage the Department's strategic planning process, compilation of the strategic plan, develop and implement systems for performance monitoring and evaluation. Monitor the implementation of these plans. Ensure the development and maintenance of planning systems, tools and long-term plans; monitor the performance of the Departmental branches, other institutions and entities. Monitor service delivery, carry out evaluations and promote good planning, monitoring and evaluation practices in the Department. Build competent, committed and high performing teams within the Department. Execute effective monitoring and support of the National Qualifications Framework policy and processes in collaboration with the South African Qualification Authority. Plan and manage effective international coordination and relations, and external development support to meet Departmental strategic objectives. Monitor and manage the national system for the Recognition of Prior Learning.

ENQUIRIES

Mr T Mhianga Tel No: 012 312 5768 / Mr R Kgare Tel No: 012 312 5442

NOTE

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to a security clearance.

CLOSING DATE

29 June 2018 Time 16H00

POST 24/15

DEPUTY DIRECTOR-GENERAL (REF NO: DHET 02/06/2018)

Branch: Technical and Vocational Education and Training (TVET)

SALARY

R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)

CENTRE

Pretoria

REQUIREMENTS

An appropriate Bachelor’s degree/advanced National Diploma (NQF 7) and postgraduate qualification with a strong policy or development planning focus at NQF 8 level as recognized by the South African Qualifications Authority. A Master’s or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum of 8 to 10 years proven experience at senior management level in the post-school education and training system. Demonstrate public sector leadership acumen. Experience in TVET planning (short, medium and long-term); implementation, monitoring and supporting of TVET programmes in the country. Good understanding of the functioning of the post-school education and training system, and the ability to engage with stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes within the public service. Sound innovation, networking and organisational abilities. A good understanding of political and governance issues. Knowledge of key education legislation and skills
DUTIES: The successful candidate will report to the Director-General and be responsible to provide strategic leadership support, including supervising staff and directing the Department in the delivery its core mandate and priorities as set out by the Director-General and Minister. Perform the following key functions: Provide strategic leadership to TVET colleges. Management of the TVET system planning and institutional support. Provisioning of TVET lecturer development and support. Management of TVET national examinations and assessments, provisioning of TVET student development and support. Development and maintenance of policies and systems for TVET College institutional funding. Planning, management and monitoring of the equitable distribution of budget for TVET colleges. Provide strategic leadership in forging partnerships with local government, provincial government, industry, universities, TVET colleges and levy-funded public entities (Sector Education and Training Authorities, and the National Skills Fund). Management of the development and distribution of quality learning and teaching material to TVET colleges. Ensure the capacity-building and support to the management, Councils and student leadership in TVET colleges; leading quality improvements and innovations in teaching and learning, including the lecturer development and support; managing financial as well as human resources of the Branch.

ENQUIRIES: Mr T Mhlanga Tel No: 012 312 5768 / Mr R Kgare Tel No: 012 312 5442

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to a security clearance.

CLOSING DATE: 29 June 2018 Time 16H00

OTHER POSTS

POST 24/16: CAMPUS MANAGER: PERMANENT (REF NO: LET 07/06/2018)

SALARY: R453 246 per annum (PL 05)
CENTRE: Maake Campus
REQUIREMENTS: An appropriate Bachelor Degree or equivalent qualification at REQV13 and a professional qualification in Education. A qualification in educational management or management will be an added advantage. Five years’ working experience in the institutional management or departmental management. A sound understanding in curriculum management, administration and management of programmes delivery. Sound understanding of prescripts governing the TVET sector, finance management, human and labour Relations. A proven knowledge of Computer Literacy. Good communication, negotiation and problem solving skills. A valid driver’s license.

DUTIES: Ensure implementation of the TVET College’s curriculum and skills programmes. Manage teaching and learning. Manage all operational activities within the campus. Ensure effective and efficient utilization of resources. Manage curriculum delivery, interventions and examinations. Provide leadership at campus level.
Manage the implementation of student support framework. Manage students’ fees, debts and bursaries. Establish partnerships and linkages with internal and external stakeholders.

ENQUIRIES  :  Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
APPLICATIONS  :  Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE  :  Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE  :  06 July 2018 at 16h00

POST 24/17  :  DEPUTY MANAGER: FINANCE (ASSISTANT DIRECTOR) (REF NO: LET 08/06/2018)

SALARY  :  R334 545 per annum (SL 09)
CENTRE  :  Central Office (Tzaneen)
REQUIREMENTS  :  An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management / Accounting. Five years relevant working experience in Finance of which two years must be at supervisory level. Completed SAICA/SAIPA articles with an Audit firm would be an added advantage – proof should be attached. An understanding of the Public Finance Management Act, 1999 (PFMA), Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations; Knowledge of accounting, payroll systems and experience in drawing financial statements. Experience SAGE evolution will be an added advantage. Skills and attributes: Communication and interpersonal, Conceptual, analytical, presentation, report writing, leadership, computer literacy, problem solving and negotiation skills.

DUTIES  :  Monitor and report on expenditure and income as well as financial performance in accordance with the PFMA and treasury regulations; Manage the creditors payments function by ensuring that all transactions are supported by authentic and verifiable source documents; Investigate and clear suspense account; Perform month end closure and compilation of monthly, quarterly reports and annual financial statements for Management and Council; assist with the preparation of the Budget, Initiate monthly accrual journals; Asset management; Supply Chain Management and Contract management; Manage the staff and resources within the unit; Strengthen internal controls on financial management; Prepare the audit file for auditors and assist with resolving of audit queries. Develop the action plan to address the audit findings.

ENQUIRIES  :  Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
APPLICATIONS  :  Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE  :  Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment,
disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 06 July 2018 at 16h00

POST 24/18 : SENIOR LECTURER (EDUCATION SPECIALIST): ELECTRICAL ENGINEERING
Permanent

SALARY : R308 877 per annum (PL 02)
CENTRE : Maake Campus
REQUIREMENTS : An appropriate National Diploma/Bachelor’s degree in Electrical Engineering or Trade Diploma and a professional qualification in education. Three years lecturing/teaching experience. Knowledge of national examination and assessment policies. A thorough understanding of outcome based assessment and development of guideline to support teaching and learning. Good communication, interpersonal, planning, problem solving, negotiating and organizing skills. Must be Computer literate and have a valid driver’s license.

DUTIES : Coordinate students, lecturers and administrative process within the Electrical Section. Ensure implementation of the Campus curriculum as required by legislation. Ensure effective and efficient utilization of resources. Coordinate teaching and learning. Coordinate all academic activities within the section including the management of the time tables, attendance, staff allocation and ordering of textbooks. Monitoring and evaluation of curriculum delivery. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination processes in the section including timeous marking of script, development of question papers, and preparation of all ISAT and ICASS activities including the verification of marks. Ensure adherence to policies on the attendance and sub-minimum.

ENQUIRIES : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 06 July 2018 at 16h00

POST 24/19 : SENIOR STATE ACCOUNTANT: ASSETS AND SUPPLY CHAIN MANAGEMENT (REF NO: LET 10/06/2018)
Three Years’ Contract

SALARY : R281 418 per annum (SL 08)
CENTRE : Central Office (Tzaneen)
REQUIREMENTS : An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Four years relevant working experience in Assets and Inventory management and/ or Supply chain
management. Knowledge of PFMA, GRAP and treasury regulations. Good communication, numerical, analytical and problem solving skills. Must have the ability to work under pressure with little or no supervision. Must be computer literate and have a valid driver’s license.

**DUTIES**

Management of Assets in the College. Preparation of annual Capital Expenditure Budget. Monitoring and reporting of ongoing performance against capital budget. Support to Supply Chain Management (SCM) to ensure that asset and inventory ordering procedures are in compliance. Support to management in assessing, monitoring and implementing SCM procedures in the Contract Management of service providers where this impacts items of assets whether owned or leased. Preparation of a Monthly Report detailing the operational and financial aspects of Asset and Inventory activities. Supervise and manage the performance of the staff working with Assets, inventory and supply chain management.

**ENQUIRIES**

Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**

Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**

Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**CLOSING DATE**

06 July 2018 at 16h00

**POST 24/20**

STATE ACCOUNTANT: INCOME AND STUDENT FINANCIAL AID REF NO: LET 11/06/2018)

Permanent

**SALARY**

R226 611 per annum (SL 07)

**CENTRE**

Central Office (Tzaneen)

**REQUIREMENTS**

An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Three years relevant working experience in Finance/ Student Financial Aid. Good Communication and Interpersonal skills. Knowledge of the PFMA, Treasury Regulations and Bursary rules and guidelines. Excellent Analytical/Numeracy skills. High level of initiative and commitment. Ability to work within strict and agreed deadlines. Must be Computer Literate and have a valid Driver’s License.

**DUTIES**

Prepare and update quarterly and yearly budgets and forecasts. Ensure effective debtor management. Ensure that all income is collected from various stakeholders. Responsible for accurate recording and reporting of all income into the college books. Assist with the reconciliation and compilation of the income statement. Assist in preparation of audit and handle audit queries. Receiving bursary forms from the Campus Bursary Administrators/Student Support Service. Capturing Bursary forms on the Means Test Bursary administration software. Verification of supporting documents and dispatching of applications to NSFAS. Managing the claims process of Students Bursaries from NSFAS and SETAs. Serve as secretariat for Bursary Committee Meetings. Compiling and submission of bursary reporting.

**ENQUIRIES**

Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**

Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**

Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign
applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE
06 July 2018 at 16h00

POST 24/21
LECTURER: ELECTRONIC CONTROL AND DIGITAL ELECTRONICS: (REF NO: LET 02/03/2018)
Permanent

SALARY
R185 796 per annum (PL 01)

CENTRE
Giyani Campus

REQUIREMENTS
An appropriate National Diploma/Bachelor’s Degree or equivalent qualification in Electronics or Electrical Engineering (light current) or Trade Diploma. One-year relevant working experience in Education and Training sector or industry. A trade test in Electronic Control and Digital Electronics. Knowledge of theory and practice in Electronic Control and Digital Electronics. Sound communication and Computer literacy skills. Practical experience in Electronic Control and Digital Electronics as well as the ability to do practical training.

DUTIES
The successful candidate’s responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student’s performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace.

ENQUIRIES
Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

APPLICATIONS
Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE
Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. All people who applied before are encouraged to reapply.

CLOSING DATE
06 July 2018 at 16h00

POST 24/22
LECTURER: INFORMATION PROCESSING (REF NO: LET 15/06/2018)
Permanent

SALARY
R185 796 per annum (PL 01)

CENTRE
Giyani Campus

REQUIREMENTS
An appropriate National Diploma/Bachelor’s Degree or equivalent qualification in Education or any relevant field majoring in typing or information processing. One-year relevant working experience. An experience in the TVET Sector will be an
added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

**DUTIES**

The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**ENQUIRIES**

Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**

Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**

Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**CLOSING DATE**

06 July 2018 at 16h00

**POST 24/23**

LECTURER ELECTRICAL HEAVY CURRENT X2 POSTS

Permanent

**SALARY**

R185 796 per annum (PL 01)

**CENTRE**

Giyani Campus – Ref No: LET 16/06/2018

Maake Campus – Ref No: LET 17/06/2018

**REQUIREMENTS**

An appropriate National Diploma/Bachelor’s Degree in Electrical Engineering or any equivalent qualification in the relevant field. One- year relevant working experience in Education and Training sector or industry. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must be Computer literate.

**DUTIES**

The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**ENQUIRIES**

Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**

Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**

Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be
considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 06 July 2018 at 16h00

POST 24/24 : LECTURER: CIVIL ENGINEERING PLUMBING AND SHEET METAL WORK (REF NO: LET 03/03/2018)
Permanent
Re-advert: all people who applied before are encouraged to reapply.

SALARY : R185 796 per annum (PL 01)
CENTRE : Maake Campus
REQUIREMENTS : An appropriate National Diploma/Bachelor’s Degree in Civil Engineering Plumbing and Sheet Metal work. One year working experience in Education and Training sector. A trade test in Civil Engineering (Plumbing and Sheet metal work). Knowledge of theory and practice in Plumbing and Sheet metal work. Sound communication and Computer literacy skills. Practical experience in Plumbing and Sheet metal. An ability to do drain laying will be an added advantage.


ENQUIRIES : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 06 July 2018 at 16h00

POST 24/25 : LECTURER MATHEMATICS (REF NO: LET 18/06/2018)
Permanent

SALARY : R185 796 per annum (PL 01)
CENTRE : Maake Campus
REQUIREMENTS : An appropriate National Diploma/Bachelor’s Degree or equivalent qualification in Education or any relevant field majoring in Mathematics or Statistics. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

DUTIES : The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders.
Support student development. Monitor the students in the workplace. Report to management from time to time.

ENQUIRIES
Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

APPLICATIONS
Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE
Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE
06 July 2018 at 16h00

POST 24/26: LECTURER ENGLISH (REF NO: LET 19/06/2018)
Temporary

SALARY
R185 796 per annum (PL 01)

CENTRE
Maake Campus

REQUIREMENTS
An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in English or Communication. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

DUTIES
The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

ENQUIRIES
Mr P Mokhonazi/Mr D Sebela Tel No (015) 307 5440

APPLICATIONS
Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE
Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE
06 July 2018 at 16h00
### POST 24/27: LECTURER OFFICE DATA PROCESSING (REF NO: LET 20/06/2018)

**Permanent**

**SALARY**: R185 796 per annum (PL 01)

**CENTRE**: Tzaneen Campus

**REQUIREMENTS**: An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in office data processing, Computer Practice, information processing. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must have advanced computer skills. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.

**DUTIES**: The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**ENQUIRIES**: Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**: Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**: Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**CLOSING DATE**: 06 July 2018 at 16h00

### POST 24/28: LECTURER COMPUTER PRACTICE AND INFORMATION PROCESSING: (REF NO: LET 21/06/2018)

**Permanent**

**SALARY**: R185 796 per annum (PL 01)

**CENTRE**: Tzaneen Campus

**REQUIREMENTS**: An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in office data processing, Computer Practice, information processing. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must have advanced computer skills. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.

**DUTIES**: The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
ENQUIRIES:
Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

APPLICATIONS:
Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

NOTE:
Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE:
06 July 2018 at 16h00

POST 24/29:
TRAINING OFFICER: ELECTRICIAN, REF NO: 2018/039
(College appointment, fixed term contract for 6 months)

SALARY:
R185 769 – R414 432 per annum

CENTRE:
Richtek Technical Training Centre

REQUIREMENTS:
A relevant recognised electrician artisan qualification. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving skills. Good supervisory skills. Sound people skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer proficiency in MS Office Suite. Candidates may be subjected to a skills test, where applicable. Advantageous: Assessor/Moderator qualifications. Five years relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the electrical field. Valid driver’s licence.

DUTIES:
Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and Post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the
compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES: Mr BT Shabangu, Tel No: (035) 902 9630
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

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

CLOSING DATE: 03 July 2018 at 16:00

POST 24/30: PROJECT ADMINISTRATOR CURRICULUM SERVICES, REF NO: 2018/039 (College appointment, fixed term contract for 1 year)

SALARY: R152 862 per annum (Level 05)
CENTRE: Central Office, Curriculum Services
REQUIREMENTS: NCV Level 4 Office Administration/Senior Certificate or equivalent qualification. Human Resource Management N4 to N6 certificates. Eighteen months’ administration experience with human resource duties. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping. Proven computer literacy in MSWord, MSExcel and
DUTIES

Office Administration: Type reports/plans/letters/presentations and other correspondence. Schedule meetings and arrange venues, invitations, refreshments. Take minutes at meetings, when requested. Answer interpersonal communication and queries. Administer the requisition and utilisation of office equipment, consumables and furniture. Maintain filing and records. Assist at reception, when necessary. Data capturing: Capture data. HRM Administration: Conduct sifting, shortlisting and interview meetings of appointments. Execute personnel suitability checks. Consolidate and submit new appointment documentation and check correctness of remuneration according to approved salary scales. Capture appointments, terminations and other transactions on the VIP system. Submit allowance and deduction documentation. Administer the performance management and appraisal process. Consolidate and submit all human resource information and documentation to the Central Office. Follow-up and resolve all human resource administration queries and issues emanating from project staff. Check all leave forms for correctness. Capture leave forms on VIP. Issue and follow-up letters to staff members in connection with non-compliance of leave processes. Capture TVETMIS annual survey at Central Office HRM&D Unit. Collect College payslips with Salary Reports at Central Office to distribute payslips to staff members. Return signed Salary reports within five working days to Payroll. Type and draft letters, memoranda and submissions. Render professional advice to line function on the effective and efficient interpretation and implementation of the college policies and other related prescripts. Compile statistics, update databases and provide requisite reports. Termination Administration: Administer the termination process. Complete and issue certificates of service.

ENQUIRIES

Miss SR Zulu, Tel No: (035) 902 9577

APPLICATIONS

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

NOTE

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

CLOSING DATE

03 July 2018 at 16:00

POST 24/31

SWITCHBOARD OPERATOR (RECEPTIONIST) (REF NO: LET 12/06/2018)

Permanent

SALARY

R127 851 per annum (SL 04)

CENTRE

Central Office (Tzaneen)
**REQUIREMENTS**: Grade 12 Certificate or NCV level 4 certificate in Office Administration. One-year relevant work experience as a switchboard operator or as a Receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles, Telephone etiquette adequate, good interpersonal relations. Computer Literacy (knowledge of MS packages) and driver license.

**DUTIES**: Render general administrative support service to Central Office Management and staff including typing of documents, electronic and manual filling, data capturing, responsible for reception, making and receiving calls/faxes, provide clerical support, perform reasonable task allocation.

**ENQUIRIES**: Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**: Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**: Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**CLOSING DATE**: 06 July 2018 at 16h00

**POST 24/32**: PHOTOCOPIER OPERATOR (REF NO: LET 13/06/2018)

**SALARY**: R90 234 per annum (SL 02)

**CENTRE**: Tzaneen Campus

**REQUIREMENTS**: A Grade 12 certificate or NCV level 4 certificate in Office Administration or Generic Management. One-year relevant work experience. Good Communication, planning, organizing and Interpersonal skills. Ability to function accurately, and methodically under pressure. Be able to operate multifunction photocopy machine and Electronic Document Management System. Computer Literacy (knowledge of MS packages) and driver license.

**DUTIES**: Make photocopies for staff; Report any malfunctioning of photocopy machines; Keep records of photocopy machine activities; Scanning of documents; Arrange for the servicing of and repair to the machines; Undertake the general maintenance and cleaning of the machines; Ensure that photocopying materials and equipment’s are stored away securely; Arrange for the re-ordering of copy papers, staples and toners; Receive the request form and documents; Contact clients when documents are ready; Update the index; Attend to counter queries Binding and laminating of documents.

**ENQUIRIES**: Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440

**APPLICATIONS**: Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Tzaneen, Limpopo Province.

**NOTE**: Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be
considered. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 06 July 2018 at 16h00
APPLICATIONS: The Director-General: National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand delivery: 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
FOR ATTENTION: Ms KC Tshabalala Tel No: (012)444-9114
CLOSING DATE: 29 June 2018
NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 24/33: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM AND HUMAN RESOURCE DEVELOPMENT
REF NO: DOHS/16/2018
Three Years Contract
Branch: Corporate Services
Chief Directorate: Human Resources

SALARY: R334 545 per annum + 37% in lieu Benefits
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Bachelor’s Degree/National Diploma in HR or HRD with at least 3 years' experience in PMDS and HRD. The following will serve as requirements: Public Service Regulations, thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL Knowledge; Knowledge of the Skills Development Act; Skills Development Levies Act; HRD Directives and Prescripts. Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills and facilitation & presentation skills.

DUTIES: Management and coordination of the effective implementation of the performance management system; Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary; Manage and analyse data on performance agreements filed and appraisals concluded and produce reports; Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts; Advice the department regarding compliance to the 1.5% of total compensation allocated for performance bonuses.

ENQUIRIES: Ms KC Tshabalala Tel No: (012)444-9114
NOTE: Representivity: Diversity is promoted. Females and People with Disabilities candidates are encouraged to apply)
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE: 02 July 2018 at 16h30

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 and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

MANAGEMENT ECHELON


SALARY: R1 127 334 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Mpumalanga, Nelspruit

QUALIFICATIONS: NQF Level 7, undergraduate Degree in Law or an equivalent qualification as recognised by SAQA, coupled with 5 years’ experience at senior management level. Knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management, and patent knowledge of investigative system and procedures, human rights and government’s broad transformation objectives and initiatives are essential. Experience in financial, human resource and assets management, Ability to work under pressure. A valid driver’s license is essential. Skills and Competencies: Strategic capacity and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Communication (verbal & written) skills, Client orientation and customer focus, results-driven

DUTIES: Appointment and performance management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, Refer matters investigated by the Provincial Office under the Independent Police investigative Directorate to the National or relevant
prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commission, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director.

ENQUIRIES:
Mr M Sesoko @ (012) 399 0047
APPLICATIONS:
Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION:
Ms DR Kumalo

POST 24/35:
DEPUTY PROVINCIAL HEAD X 3 POSTS

SALARY:
R948 174 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package).

CENTRE:
Provincial Office: Western Cape, Bellville Ref No: Q9/2018/22
Provincial Office: North West, Mahikeng Ref No: Q9/2018/23
Provincial Office: Gauteng, Ref No: Q9/2018/24

REQUIREMENTS:
Relevant Bachelor’s Degree in Law/Investigations or Policing, (NQF Level 7) as recognised by SAQA, coupled with five (5) years of experience at middle management services. Knowledge: Thorough knowledge and understanding of criminal law and Criminal Procedure and law of evidence, knowledge of human rights and government’s broad transformation objectives and initiatives are essential, Project Management and patent knowledge of investigative system and procedures, a valid driver’s license is essential, knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service, Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Client orientation and customer focus, Results-driven, Good Communication skills, Report writing Skills, Highly skilled in Investigation and Firearm usage.

DUTIES:
Develop good working relations with key stakeholders, Manage resources both human and physical including budget. Manage investigations in the province related to the investigation of section 28 matters of the IPID Act. Manage information and data integrity in the Province. Ensure the province meets the strategic objective on investigation and information management. Approve completion and closure of cases after quality investigation. Conduct high profile investigations. Ensure compliance with administrative guidelines issued by the Executive Director. Ensure productivity, internal controls and compliance with IPID Act, regulation and SOP’s. Ensure proper Administrative and Financial Management in the Province.

ENQUIRIES:
Mr M Sesoko @ (012) 399 0047
APPLICATIONS:
Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION:
Ms DR Kumalo

OTHER POSTS

POST 24/36:
COMPLAINTS RECEPTIONIST REF NO: Q9/2018/27

SALARY:
R152 862 (Level 05)

CENTRE:
Eastern Cape, Provincial Office: East London

REQUIREMENTS:
Applicant should be in a possession of a Senior Certificate and Diploma. 1-2 years clerical/administrative experience; candidates must have good interpersonal and communication skills. Computer literate and have the ability to work under pressure.

DUTIES:
Switchboard duties, handling of telephonic enquiries as well as handling telephonic complaints, attending to complainants. Capturing of new complaints and case
developments into the data base, typing of reports and letters. Updating of
registers and assisting with compilation of monthly reports.

ENQUIRIES : Ms U Quvile Tel No: 043 707 7200
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 9085, East London,
5200 or, hand deliver to 3-33 Waverly Office Park, Phillip Frame Road, Chiselhurst,
East London.

FOR ATTENTION : Ms U Mbetshe
NOTE : Only people with disability will be considered

POST 24/37 : INTERNAL AUDIT CLERK REF NO: Q9/2018/28

SALARY : R152 862 per annum (Level 05)
CENTRE : National office, Pretoria
REQUIREMENTS : A Degree or equivalent with auditing and/or Accounting as majors, 3-5 years
auditing experience. Knowledge of government policies and regulations as well as
standard of institute of internal Auditors. Good communication skills (written and
verbal), Computer literacy, Problem solving, Interpersonal skills. Must be prepared
to travel, work irregular hours and under pressure. A driver’s licence as the
candidate will be required to travel frequently.

DUTIES : Assist with the audit work which conforms to the institute of internal Audit (IIA)
Standard and other guidelines procedures set by the department. Assist the Audit
supervisor with the drafting of summary of audit reports to Head Internal Audit.
Conduct follow-up audits on previous audit project to determine the adequacy,
effectiveness and timeliness of actions taken by auditees on the reported audit
findings.

ENQUIRIES : Mr E Sebaka Tel No: 012 399 0086
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or,
hand deliver to City Forum Building, 114 Madiba street, Pretoria Central.

FOR ATTENTION : Ms DR Kumalo
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: 02 July 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 (NB: A, B, C is compulsory) and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which 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. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 24/38

DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS X4 POSTS

SALARY CENTRE

R779 295 per annum (All inclusive)
Labour Centre: Mkhondo- Ref No: HR 4/4/4/7/42 (X1 Post)
Labour Centre: Garankuwa- Ref No: HR 4/4/4/05/07 (X1 Post) (Gauteng)
Labour Centre: Sebokeng- Ref No: HR 4/4/4/05/12(X1 Post) (Gauteng)
Labour Centre: Attridgeville-, Ref No: HR 4/4/4/05/04/X1 Post) (Gauteng)

REQUIREMENTS

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

ENQUIRIES: Ms. M Mazibuko, Tel No: (013) 655 6701
Mr. MJ Zigana, Tel No: (011) 853 0316
Mr. MC Luxande, Tel No: (011) 853 0307

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni
Sub-directorate: Human Resources Management, Gauteng

POST 24/39: CAREER COUNSELLOR (GRADE1) REF NO: HR4/4/9/508

SALARY: R514 476 per annum (OSD)
CENTRE: Labour Centre; Christiana


DUTIES: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES: Mr. OPS Sebapatso, Tel No: (018) 387 8100

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho

FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho

POST 24/40: ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/18/06/41HO

Directorate: Employment Relations

SALARY: R334 545 per annum
CENTRE: Head Office


DUTIES: Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Employment Relation. Manage resources of the section.
ENQUIRIES: Mr. TC Skosana, Tel No: (012) 309 4720
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 24/41: APPLICATION DEVELOPMENT: JAVA REF NO: HR4/18/06/44HO
Chief Directorate: Information Communication Technology
SALARY: R334 545 per annum
CENTRE: Head Office
REQUIREMENTS: Three (3) year relevant tertiary qualification in Information Communication Technology or (3) relevant qualification in ICT. Four (4) years functional experience in Application Development and Support (specialization in JavaScript). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process. Software developments methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.
DUTIES: Analyze, specify and develop customized software Applications Java. Provide support and maintenance of customized software Applications Java. Develop applications according to the defined standards and best practice principles.
ENQUIRIES: Ms. E Cronje, Tel No: (012) 309 4876
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 24/42: APPLICATION DEVELOPMENT: PL/SQL REF NO: HR4/18/06/40HO
Chief Directorate: Information Communication Technology
SALARY: R334 545 per annum
CENTRE: Head Office
REQUIREMENTS: Three (3) year relevant tertiary qualification in Information Communication Technology or (3) relevant qualification in ICT. Four (4) years functional experience in Application Development and Support (specialization in PL/SQL). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process. Software developments methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.
DUTIES: Analyze, specify and develop customized software Applications PL/SQL. Provide support and maintenance of customized software Applications PL/SQL. Develop applications according to the defined standards and best practice principles.
ENQUIRIES: Ms. E Cronje, Tel No: (012) 309 4876
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 24/43: WORKSHOP TEAM LEADER X3 POSTS
SALARY: R334 545 per annum
CENTRE: SEE: Cape Town (Ndabeni) - Ref No: HR 5/18/05/18(X1 Post)
SEE: Johannesburg – Ref No: HR 5/18/05/19 (X1 Post)
SEE: Pretoria (Silverton) – Ref No: HR 5/18/05/20 (X1 Post)

**DUTIES**
Control all workshop technical aspects within the Factory. Manage workshop planning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within factory.

**ENQUIRIES**
Ms. G Manamela, Tel No: (012) 843 7300

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

**FOR ATTENTION**
Sub-directorate: Human Resources Operations, Head Office
DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer and it is our intention to promote representativity in the Public Sector (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Military Veterans, Private Bag X943, Pretoria, 0001. Applications can also be hand delivered to Department of Military Veterans, at 328 Festival, cnr Festival & Arcadia Streets, Hatfield, Pretoria.

CLOSING DATE: 29 June 2018

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at or downloaded from http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver’s license. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may result in your application not being considered (applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. NB: preference will be given to military veterans and military veterans’ dependants. Please indicate your force number on the Z83. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. No faxed or e-mailed applications will be considered.

OTHER POSTS

POST 24/44: ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: DMV02/05/2018

SALARY: R334 545 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/ Diploma (LLB) or equivalent qualification with 3-5 years appropriate working experience and understanding of Public Service Administration, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills, good communication, problem solving/interpretation and technical skills. Be able to work independently. Must have a knowledge of Constitutional law, Civil procedure, Administrative law (PAJA), PFMA and Treasury Regulations, PAIA, POPI, Law of delict, and
knowledge of the court system of South Africa. Must have skills of Legislative drafting and interpretation of statutes.

**DUTIES**
To assist in the provision of effective and efficient legal advice and opinions to Ministry and the Department, to assist in the management of litigation for and against the Department. Provide contract management support to the Department to assist in the achievement of Department’s objectives; as per legal prescripts. To provide legislative support to the Department which includes drafting, amending and reviewing primary and subordinate legislation. Ensure compliance with legislation and legal research.

**ENQUIRIES**
Ms D Masemola or Mr C Mailua Tel No: (012) 765 9454

**POST 24/45**
FINANCE CLERK REF NO: DMV03/05/2018 X3 POSTS
Directorate: Finance
(1 Year Contract)

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Must have a relevant undergraduate qualification (NQF 6) as recognised by SAQA. Must have basic knowledge of financial functions, practices as well as the ability to accurately capture data, operate computer and effective communicate with internal and external clients. Basic knowledge and insight of all applicable legislation and regulations, policies and procedures (PFMA, treasury regulations, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS and Microsoft packages such as excel and word).

**DUTIES**
To render financial accounting transactions by receiving invoices, verification of invoices and supporting documents for compliance, process invoices on Basic Accounting System (BAS), filing of all documents as per the filing plan. Perform bookkeeping support services, capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions, compile journals. Participate in the co-ordination of information required by both internal and external auditors. Form a link between finance and branches by providing timeous feedback on all financial inquiries. Perform any other adhoc functions as when required.

**ENQUIRIES**
Ms Dineo Masemola or Mr Caiphus Mailua Tel No: (012) 765 9454

**NOTE**
Persons with disabilities are encouraged to apply.
NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

APPLICATIONS:
To apply online visit the NSG website Careers or use the following link: https://www.thensg.gov.za/application-for-employment/ or posts the application to: National School of Government, Private Bag X759, Pretoria, 0001; by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

FOR ATTENTION: Ms L Raseroka, HR Unit, National School of Government

CLOSING DATE: 29 June 2018

NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended candidates will be required to attend a generic managerial competency assessment. They will also be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

MANAGEMENT ECHELON

POST 24/46: DIRECTOR: AFRICA AFFAIRS AND SPECIAL PROJECTS (REF NO: NSG07/2018)
Chief Directorate: International Special Projects and Communication

SALARY: An inclusive remuneration package commencing at R948 174 per annum (Level 13), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE: Pretoria

REQUIREMENTS: An appropriate undergraduate qualification (NQF level7) in Public Administration, International Relations, Political Science; Sociology; Economics or Law; A post graduate qualification will serve as an added advantage. A minimum of five years relevant experience at middle/senior management level and 6-10 years’ experience in the field of international coordination and stakeholder relations. Competencies/Skills: Ability to develop and advance structured bilateral, multilateral and stakeholder cooperation in respect of training and development matters. Ability to coordinate the signing and implementation of agreements and memoranda of understanding. Ability to participate and lobby identified bilateral, multilateral and stakeholder engagements. High level of diplomatic skills, interpersonal and public relations. Broad understanding and knowledge of foreign languages. Well-developed diversity management skills. Research, advance verbal, writing and reporting skills. Creative and Innovative thinking skills. Strategic Management and Leadership skills; Planning, Project and Programme Management skills. Communication and facilitation skills. People and financial
management skills. Knowledge: Knowledge of South Africa's foreign policy. Knowledge and understanding of Regional and International Commitments pertaining to the public service, particularly on training and capacity development. Broad knowledge of regional especially the SADC regions, continental and international stakeholders in the realm of governance and public administration. Knowledge and understanding of UN, African Union and SADC Systems. Knowledge, understanding and ability to advise on international relations protocol and diplomacy issues. Knowledge of international laws and instruments governing international collaboration. In depth knowledge and skills in project management; proven record on engagement with regional, continental and international institutions. In-depth knowledge and understanding of the Public Service Act and related policies and prescripts. Knowledge and understanding of South African Institutional and policy arrangements for effective management of development cooperation. In depth understanding of Official Development Assistance (ODA) implementation and reporting modalities. Personal attributes: Good interpersonal relations. Being a good Communicator. Ability and confidence to network with high ranking role-players/stakeholders. Being strategic and diplomatic in dealing with stakeholders. Being professional and innovative. Being a team player and self-motivated. Being trustworthy.

**DUTIES**

Manage and implement international special programmes or any other programmes pertaining to bilateral and multilateral initiatives on capacity building and development. Enhance learning from international engagements through communities of practice and knowledge management. Implement AU –STC capacity development priorities. Effective and efficient implementation and management of Special Projects to enhance service delivery. Manage international visit, protocol and travel guidelines and training. Provide Strategic leadership and management of the Directorate and ensure efficient and effective management of processes, resources and work ethos creating a conducive workplace and professional culture.

**ENQUIRIES**

Dr Mary Ledwaba Tel No: 012 441 6084
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.
ANNEXURE O

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 a dual system where Applicants can apply online via the e-Recruitment System or manually submitting a Z83. Applications can be submitted by clicking on the link to apply for the post above @ https://drdr.erecruit.co/candidateapp/Jobs/Browse.aspx

CLOSING DATE: 29 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.

OTHER POSTS

POST 24/47: ASSISTANT REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/193)
Office of the Registrar of Deeds

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

CENTRE: Cape Town


APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION: HRM
NOTE : Preference would be given to African Females, and people with disabilities. However non designated group are also encouraged to apply.

POST 24/48 : ASSISTANT REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/194)
Office of the Registrar of Deeds

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

CENTRE : Pietermaritzburg


APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

Directorate: Strategic Planning

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

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Public Management/Business Management. Certificate in Strategic Planning or Management will serve as an advantage. 3 years middle management experience in Strategic Planning in a government environment. Experience in formulation of Strategic Plans, Annual Performance Plans, Branch Operational Plans and Provincial IOPs. Experience in reviewing of Strategic Plans and Annual Performance Plans. Project Management experience. Experience in research for planning purposes. Experience in collecting, collating, analyzing and managing performance information for planning purposes. Job related knowledge: Government planning cycle (MTEF, MTSF, Outcomes Approach, etc.); Government policies related to strategic planning, outcomes approach, and those related to the Department of Rural Development and Land Reform; National Treasury Framework on Strategic Plans and APPs, Treasury Regulations and Public Service Regulations; Basic research; Developing indicators and targets. Job related skills: Computer literacy; Report writing; Communication and
interpersonal relations; Information collection, analysis and interpretation; Organisational and coordination; Presentation; Analytical. A valid driver’s license (code 08).

**DUTIES**


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

**POST 24/50**

RESTITUTION ADVISOR (REF NO: 3/2/1/2018/216)  
Directorate: Operational Management

**SALARY**

R417 552 per annum (Level 10)

**CENTRE**

Eastern Cape (East London)

**REQUIREMENTS**

A BProc or LLB Degree. 4 years working experience in a legal environment. Admission as an Attorney or Advocate. Experience in litigation and drafting of contracts. Demonstrate evidence of independent legal research. Post qualification experience in court litigation. Job related knowledge: Understanding of Land Reform process and in particular Land Restitution; Constitution, Public Administrative Law, Property and related Law; Law of contracts; SA Law, Land Reform laws; Conveyancing and vetting of documents. Job related skills: Proven supervisory and management; Ability to liaise successfully with a wide range of stakeholders in restitution process; Excellent report writing and verbal legal communication; Administrative and organizational; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting skills; Ability to think independently; analytically and innovatively; Ability to compile reports and draft submissions; Good problem solving; Mediation and conflict resolution; Computer literacy. A valid driver’s licence (Code 08). Preparedness to travel and work irregular hours under tremendous pressure.

**DUTIES**


**APPLICATIONS**

Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 24/51 : ASSISTANT DIRECTOR: TRAINING (REF NO: 3/2/1/2018/217)
Directorate: Human Resource Development

SALARY : R334 545 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Human Resource Management/Human Resource Development/Public Administration (Management), 3 years of experience in HRD environment. Job related knowledge: Public Service Code of Conduct; South African Qualifications Authority (SAQA) and related legislation; Understanding of government priority governing skills programs; Skills development legislation. Job related skills: Computer literacy; Communication and Interpersonal relation; Problem solving; Analytical; Planning and organizing; Project management; Presentation and facilitation. Teamwork. Working under pressure. A valid driver's licence (code 08).

DUTIES : Facilitate and present training and development interventions for all Departmental staff. Conduct training needs analysis for all employees in the Department. Induct new employees. Develop Branch training plans. Categorise and analyse PDF’s. Nominate employees for training. Design and implement training schedules. Conduct training evaluation. Conduct impact assessment. Develop training directory. Design and develop training materials and manuals. Design training manuals in line with the identified needs. Develop training materials and manuals for training delivery. Advise and input on all HRD policies, strategies and governmental skills programs. Implement HRD strategy. Consult with Branches and line managers. Consult with external stakeholders. Develop training according to workplace skills plan. Facilitate the implementation of skills audit results. Investigate and identity strategic skills shortages and priorities. Identify training interventions in line with the skills audit needs. Implement training and development programmes to close the skills audit gaps.

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

POST 24/52 : SENIOR EXAMINER (REF NO: 3/2/1/2018/195)
Office of the Registrar of Deeds

SALARY : R334 545 per annum (Level 09)
CENTRE : Cape Town

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

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

POST 24/53: SENIOR EXAMINER (REF NO: 3/2/1/2018/196)
Office of the Registrar of Deeds

SALARY: R334 545 per annum (Level 09)
CENTRE: King Williams Town

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

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

POST 24/54: SENIOR EXAMINER (REF NO: 3/2/1/2018/197)
Office of the Registrar of Deeds

SALARY: R334 545 per annum (Level 09)
CENTRE: Mpumalanga

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

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION: HRM
NOTE: Preference would be given to Coloured, Indian and White Males, and African, Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply.
POST 24/55: SENIOR EXAMINER (REF NO: 3/2/1/2018/198)
Office of the Registrar of Deeds

SALARY: R334 545 per annum (Level 09)
CENTRE: Pietermaritzburg

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

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street
FOR ATTENTION: HRM
NOTE: Preference would be given to African, Coloured, Indian and White Males, and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/56: ASSISTANT DIRECTOR: FINANCIAL SERVICES (REF NO: 3/2/1/2018/199)
Office of the Registrar of Deeds

SALARY: R334 545 per annum (Level 09)
CENTRE: Cape Town

DUTIES: Maintain the debtor’s accounts. Update account holders details. Address account queries. Manage the collection of money. Ensure that all money received is banked. Ensure reconciliation of account is performed. Manage office budget. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage service provider’s payments in accordance with Treasury Regulations. Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly. Consolidate information provide from other sections. Submit the report to OCRD.

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street
FOR ATTENTION: HRM
NOTE: Preference would be given to African Males, and African and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.
POST 24/57 : PROJECT ADMINISTRATOR (REF NO: 3/2/1/2018/219)
Office of the Chief Registrar of Deeds

SALARY : R334 545 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Bachelor’s Degree/ National Diploma in Project Management. 3 years’ experience in planning and coordinating projects. Knowledge of Project Management software (e.g. MS Project). MS Office (Word, PowerPoint, etc.). Project Management methodology. Knowledge of Deeds Registrations. Ability to administer and coordinate projects. Ability to create and maintain technical project plans and outcomes. Good communication skills. Report writing skills. Interpersonal skills. Valid driver’s license.

DUTIES : Render project administrative support services. Establish standards, tools and procedures for use in project planning and execution. Review project activities for compliance with procedures and standards. Assist with the production of user documentation, i.e. Business Cases, etc. Maintain and update the project plan and related documents under the supervision of the Project Manager. Organise project meetings. Prepare agenda and take minutes for project meetings. Create and update projects on project management system. File and archive project documents and records electronically and manually. Produce and consolidate project progress reports and project tasks. Produce consolidated summary reports for the different project governance structures. Report project actions/ tasks from meetings accurately and on time. Consolidate progress reports and project tasks. Communicate problems and bottlenecks to the Project Manager.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street
FOR ATTENTION : HRM
NOTE : Preference would be given to African, Indian and White Males, Coloured, Indian and White Females and People with disability are encouraged to apply.

POST 24/58 : ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/218)
Directorate: Strategic Planning

SALARY : R226 611 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Public Administration/Public Management. 1 year experience in the administrative environment. Job related knowledge: Public Service Regulations; Supply Chain Management procedures; PFMA and National Treasury Regulations. Job related skills: Computer literacy; Communication (verbal and written); Planning; Interpersonal relations; Organising.


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 24/59

JUNIOR EXAMINER (REF NO: 3/2/1/2018/200)
Office of the Registrar of Deeds

SALARY: R226 611 per annum (Level 07)
CENTRE: Cape Town
REQUIREMENTS:
- Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.

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

APPLICATIONS:
Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION:
HRM

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

POST 24/60

JUNIOR EXAMINER (REF NO: 3/2/1/2018/201)
Office of the Registrar of Deeds

SALARY: R226 611 per annum (Level 07)
CENTRE: King Williams Town
REQUIREMENTS:
- Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.

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

APPLICATIONS:
Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION:
HRM

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

POST 24/61

JUNIOR EXAMINER (REF NO: 3/2/1/2018/202)
Office of the Registrar of Deeds

SALARY: R226 611 per annum (Level 07)
CENTRE: Mpumalanga


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

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION: HRM

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

POST 24/62: JUNIOR EXAMINER (REF NO: 3/2/1/2018/203)
Office of the Registrar of Deeds

SALARY: R226 611 per annum (Level 07)

CENTRE: Mthatha


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

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION: HRM

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

POST 24/63: JUNIOR EXAMINER (REF NO: 3/2/1/2018/204)
Office of the Registrar of Deeds

SALARY: R226 611 per annum (Level 07)

CENTRE: Pietermaritzburg

REQUIREMENTS: Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes.
Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.

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

**APPLICATIONS**
Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

**FOR ATTENTION**
HRM

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

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**POST 24/64**
CONTROL DEEDS REGISTRATION CLERK: FINAL CHECK & DELIVERY (REF NO: 3/2/1/2018/206)
Office of the Registrar of Deeds

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

**CENTRE**
King Williams Town

**REQUIREMENTS**

**DUTIES**
Rendering DOTS services. Verify the issuing of barcodes and keep register. Perform authorised corrective maintenance. Provide authorised DOTS information to clients. Check DOTS statistics reports and submit to supervisor. Final checking of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep register of all errors and submit report to supervisor. Report malfunctioning of system and faulty equipment to supervisor. Manage information section. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the application register and reconcile with payments and picking slip. Report malfunctioning of system and faulty equipment to supervisor. Manage the Delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed control form. Report malfunctioning of system and faulty equipment to supervisor.

**APPLICATIONS**
Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

**FOR ATTENTION**
HRM

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

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**POST 24/65**
PRINCIPAL PROVISIONING CLERK (REF NO: 3/2/1/2018/205)
Office of the Registrar of Deeds

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

**CENTRE**
Kimberley

**REQUIREMENTS**
Grade 12 Certificate, N3 Certificate or Abet level 4. 3years experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and

**DUTIES**

Supervise and render assets management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**APPLICATIONS**

Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

**FOR ATTENTION**

HRM

**NOTE**

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

**POST 24/66**

CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION (REF NO: 3/2/1/2018/207)

Office of the Registrar of Deeds

**SALARY**

R183 558 per annum (Level 06)

**CENTRE**

King Williams Town

**REQUIREMENTS**

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

**DUTIES**

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

**APPLICATIONS**

Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

**FOR ATTENTION**

HRM

**NOTE**

Preference would be given to African, Indian and White Males, and Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
POST 24/67 : CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION
(REF NO: 3/2/1/2018/208)
Office of the Registrar of Deeds

SALARY : R183 558 per annum (Level 06)
CENTRE : Mpumalanga
REQUIREMENTS : Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

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

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

POST 24/68 : CHIEF DEEDS REGISTRATION CLERK: DATA (REF NO: 3/2/1/2018/209)
Office of the Registrar of Deeds

SALARY : R183 558 per annum (Level 06)
CENTRE : Limpopo


APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street
FOR ATTENTION: HRM
NOTE: Preference would be given to African, Coloured, Indian and Male, Indian and Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/69: CHIEF DEEDS REGISTRATION CLERK: DATA (REF NO: 3/2/1/2018/210)

SALARY: R183 558 per annum (Level 06)
CENTRE: Office of the Registrar of Deeds: King Williams Town


APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

POST 24/70: CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS (REF NO: 3/2/1/2018/211)

SALARY: R183 558 per annum (Level 06)
CENTRE: Cape Town
REQUIREMENTS: Grade 12 Certificate. 2 years appropriate Deeds Registry/Administrative experience. Knowledge of Deeds office functions will be an added advantage. Ability to work well under pressure. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work well under pressure. Drivers’ Licence.

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

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

POST 24/71: HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/212)
Office of the Chief Registrar of Deeds

SALARY: R152 862 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: A grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Public Service Regulations as amended. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal and communication skills. Candidates with HR internship experience in Recruitment and Selection will have an added advantage. Working under pressure. Meeting deadlines.


APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

POST 24/72: OPERATOR (REF NO: 3/2/1/2018/214)
Office of the Surveyor General

SALARY: R152 862 per annum (Level 05)
CENTRE: Eastern Cape: East London
REQUIREMENTS: Grade 12/Senior Certificate (NQF 4). 1 year experience in operating reproduction equipment. Job related knowledge: Reproduction machinery used; Asset management. Job related skills: Computer literacy; Good written and verbal communication; Interpersonal relations; Organisational; Care for equipment; Ability to work independently Ability to take initiatives.

DUTIES: Take responsibility for the print room and all its contents. Switch off electronic equipment and lights at the end of each business day. Check the functionality of the copier machines. Check that the filing equipment is in good working conditions. Produce ammonia/photo copy prints of geospatial and other mapping products, cadastral information and other documents. File cadastral documents. Search for missing cadastral documents on supervisor orders. Ensure that documents are filed in correct order. Reproduce approved cadastral documents as true scale for certification and registration purposes. Replace worn out hanging strips and repair damaged documents. Operate printers, scanners and photo copy machines. Reproduce all needed cadastral documents. Monitor service and replacements dates and report defective machines. Keep daily production figures and submit monthly production report. Report equipment problems within one day detection.

APPLICATIONS: Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 24/73 : DEEDS REGISTRATION CLERK (REF NO: 3/2/1/2018/213)
Office of the Registrar of Deeds

SALARY : R107 886 per annum (Level 03)
CENTRE : King Williams Town
REQUIREMENTS : Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. A general knowledge of registry (record management and filing) is essential. Proficiency in English. Computer literacy skills. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work well under pressure.


APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

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

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS
Applications can be submitted by post to: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – Ground Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE
29 June 2018 at 16h00. Applications received after the closing date will not be considered.

NOTE
Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POST

POST 24/74
LOGISTICS OFFICER. REF NO: CFO/SCM10/18

SALARY
R226 611 per annum

CENTRE
Pretoria

REQUIREMENTS
The successful candidate will have a relevant 3 year tertiary qualification (NQF 7) in Supply Chain/Logistics Management/ Finance. Minimum of (3) three years’ experience in in Fleet/Logistics Management. Computer literacy. Drivers’ License.

DUTIES

ENQUIRIES
Ms R Matodzi, Tel No: (012) 394-3014
DEPARTMENT OF TOURISM

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

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

CLOSING DATE: 29 June 2018

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship 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). 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. All non SA citizens must attach a certified proof of permanent residence in South Africa. 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. Emailed, faxed and late applications will not be considered.

OTHER POST

POST 24/75: ADMINISTRATIVE SUPPORT: DESTINATION DEVELOPMENT (NDT 06/2018)
(3 months Fixed Term Contract)

SALARY: R779 295 per annum (all-inclusive package)
CENTRE: Pretoria
REQUIREMENTS: A 3-year Bachelor’s Degree/ National Diploma or equivalent qualification (NQF 6). 3-5 years’ working experience at middle management level. Computer Literacy (MS Office packages) and Basic Project Management.

DUTIES: The successful candidate will be responsible to coordinate the project administration functions and provide executive support to the office of the Deputy Director General. An understanding of project management and supply chain management processes within the public sector is needed. The incumbent will also need to consolidate budget inputs, monitor the allocated project budgets to detect over/under expenditure, report instances of deficit/excess expenditure, coordinate the provision of financial projections, detailed verification and interrogation of all supply chain management transactions before forwarded to the DDG, coordinate and collate inputs for the demand management plan of the branch, consolidate and coordinate monthly projects performance reports, provide support on projects within the expanded public works programme, arrange and provide secretarial support for management and project meetings, ensure regular report back to DDG on progress or delay of projects and or flow of documents, coordinate submission of documents for departmental meetings (e.g. MANCO, Top Management, etc)

ENQUIRIES: Mr T Koena, Tel No: (012) 444 6154
NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
ANNEXURE R

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: Potchefstroom (West) and Standerton (East): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 0001, Pretoria, 0001 or hand-deliver to: The Department of Water and Sanitation, 185 Sedibeng Building, Pretoria.

FOR ATTENTION: Mr LZ Mokoena

CLOSING DATE: 29 June 2018 AT 16H00

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Specialist Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

OTHER POST

POST 24/76: DEPUTY DIRECTOR: TECHNICAL SERVICES X 2 POSTS
(Contract Manager 5 Years Contract)
Chief Directorate: Construction Management

SALARY: R779 295 per annum (All-inclusive salary package) Level 12
CENTRE: Potchefstroom (West) Ref No: 290618/01(A)
Standerton (East) Ref No: 290618/01(B)

REQUIREMENTS: Relevant National Diploma / Degree in Civil Engineering plus ten (10) years appropriate experience in construction of water supply infrastructure plus proven managerial and leadership abilities. Registration with Engineering Council of South Africa (ECSA) knowledge of Public Service Policies, Construction and Water Related legislation and Regulatory Framework, Ability to think strategically, analyse information, Human Resources and financial management skills. Extensive technical experience in construction environment, Knowledge of project and programme management, excellent verbal and written communication skills, good negotiation, problem solving, interpersonal and decision making skills, technical report writing skills, computer literacy, drivers licence, willingness to travel and work irregular hours.

DUTIES: The incumbent will manage the construction unit component and report to the Director: Construction Support. Manage the construction of large and small water supply projects (dams, pipelines, canals, pump stations, water treatment plants, etc.). Ensure adequate management of construction unit on finance, personnel, labour relations, safety, security, asset management and equipment management. Report on project progress and supervise contractors. Provide leadership, technical support and solve intricate engineering problems. Promote teambuilding within and beyond the unit. Promote transformation. Communicate effectively with various stakeholders in relevant sectors about departmental programmes and collaborate involvement and participation.

ENQUIRIES: Ms M Maraka Tel No: 012 336 7073
ANNEXURE S

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

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: Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

FOR ATTENTION: Ms K Molusi /Ms MA Parkies
CLOSING DATE: 29 June 2018 at 16:00

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement. Directions to applicants: 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), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 applications are posted or hand 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

MANAGEMENT ECHELON

POST 24/77: DEPUTY DIRECTOR-GENERAL: ENVIRONMENT AND CONSERVATION REF NO: DESTEA 01/06/18

SALARY: An all-inclusive salary package of R1 370 973 per annum (Level 15). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate Bachelor's Degree/ Diploma in Natural Sciences/ Environmental Management or equivalent qualifications. Relevant experience in similar environment. Good knowledge of appropriate legislation governing Environmental Management/ Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver’s license. Recommendations: A Master’s degree will be an added advantage.

DUTIES: Promote equitable and sustainable use of natural resources to contribute to economic development. Ensure a healthy environment through integrated environmental management. Ensure compliance to all environmental legislation, implement and enhance programmes to interact with stakeholders and empower
ENQUIRIES : Dr M Nokwequ, Tel No: 051-400 4923

POST 24/78 : CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DESTEA 02/06/18

SALARY : An all-inclusive salary package of R1 127 334 per annum (Level 14). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bloemfontein


DUTIES : Ensure appropriate and timely recruitment processes, administering of condition of services and monitoring adherence to relevant HR prescripts. Ensure the development, optimal performance and wellbeing of all employees. Ensure labour peace in the organization. Ensure a supportive work environment that will improve wellness in the workplace. Promote advocacy to designated groups (Youth, Elderly, and the Disable) in order to ensure the Department is implementing programmes on equality and equity. Manage Information Technology and Systems of the department. Provide security services and prevent Fraud & Anti-Corruption in the department. To advice the department on legal and labour related matters in the department. Management of resources of the Chief directorate, i.e., human, asset and financial resources.

ENQUIRIES : Dr M Nokwequ, Tel No: 051-400 4923

POST 24/79 : DIRECTOR: ORGANISATIONAL HUMAN RESOURCE DEVELOPMENT REF NO: DESTEA 03/06/18

SALARY : An all-inclusive salary package of R948 714 per annum (Level 13). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate Bachelor’s Degree/Diploma in Human Resource Development/Public Management or equivalent qualifications. Extensive experience in Human Resource Development. Good communication and interpersonal skills, good planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver’s license.

DUTIES : Ensure a supportive work environment that will improve employee wellness in the workplace. Ensure optimal development of all employees and ensure the administration of bursaries, learnership and internship and ABET. Provide an organizational development services, including maintenance of the organizational structure. Ensure proper implementation of Performance Management and Development System in the department for salary level 1-12 and SMS members. Management of resources of the Directorate, i.e., human, asset and financial resources.

ENQUIRIES : Dr M Nokwequ, Tel No: 051-400 4913/14/23

OTHER POSTS

POST 24/80 : BIODIVERSITY OFFICER CONTROL GRADE B: LAW ENFORCEMENT REF NO: DESTEA 04/06/18

SALARY : R759 219 – R782 175 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate three year Degree/Diploma in Environmental Management / Natural Science / Law Enforcement or equivalent qualifications. Relevant
experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver’s license.

**DUTIES**

Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines, by facilitate the development of policies, legislation, regulations and guidelines, nationally, provincially and locally, disseminate legislative, technical and policy changes to relevant stakeholders (internal and external), develop a compliance and enforcement information management system and reporting system, etc. Plan, coordinate and render Compliance Monitoring by plan for inspections and audit, ensure the implementation of monitoring activities and verification of reports, determine further actions that need to be taken/decision making. Manage Compliance and Enforcement operations to undertake investigation of complaints/transgressions and determine further actions to be taken regarding administrative/criminal prosecution, advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWA, DEA, Municipalities, etc.) Overseen law enforcement operations subject to EMI designation. Manage compliance promotion / awareness to plan and promote environmental rights and justice program, facilitate training of EMI’s, SAP, SANDF and BOCC members. Perform all administrative and related functions. Manage human and financial resources of the Sub-directorate; i.e, human, asset and financial resources.

**ENQUIRIES**

Mr. C Erasmus, Tel No: (051) 400 4781

**POST 24/81**

**SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DESTEA 05/06/18**

**SALARY**

R684 423 – R1 023 054 per annum (OSD) - An appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

**CENTRE**

Bloemfontein

**REQUIREMENTS**

An appropriate Bachelor’s Degree/Diploma in Legal/ Labour or equivalent qualifications. Extensive experience in Human Resource Development. Good communication and interpersonal skills, good planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver’s license.

**DUTIES**

To advise the department on issues relating to legislative and contract drafting. To ensure that all civil and criminal cases are handled and resolved timeously. To ensure that misconduct cases are investigated and finalized within the prescribed timeframe. To ensure that grievance cases are investigated and finalized within the prescribed timeframes. To ensure that employees are work-shopped on both legal and labour related matters. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

**ENQUIRIES**

Dr M Nokwequ, Tel No: 051-400 4923

**POST 24/82**

**DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DESTEA 06/06/18**

**SALARY**

An all-inclusive salary package of R657 558 per annum (Level 11). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE**

Bloemfontein

**REQUIREMENTS**

An appropriate Bachelor’s Degree/Diploma in Human Resource management/ Public Management or equivalent qualifications. Extensive experience in Human Resource Management. Good communication and interpersonal skills, good planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver’s license.

**DUTIES**

Develop, implement and maintain Human Resource Provisioning (Recruitment and Selection) policies and strategies. Manage effective recruitment, selection, transfers, promotions, terminations and staff establishment. Administer leave, housing injury on duty, resettlement and PERSAL. Provide supportive services, including HR Registry and Messenger services in the department. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.
ENQUIRIES : Ms MP Tlale, Tel No: 051 400 9430

POST 24/83 : DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DESTEA 07/06/18

SALARY : An all-inclusive salary package of R657 558 per annum (Level 11). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bloemfontein


DUTIES : Ensure compliance with SCM prescripts and broader government objectives, governing procurement of goods and services. Evaluate the total costs of ownership for a particular commodity. Assist and participate in the development of specifications and special conditions of contract for the acquisition of goods and services. Manage contracts for the department. Manage and facilitate the bidding process for the acquisitions that exceed certain threshold. Source quotations for the components in the department. Manage rotation of the supplier. Ensure effective and efficient systems related to the acquisition processes in the Department. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director’s office with regards to the Bid Committee submission and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Manage the resources of the Sub-directorate, i.e. human, asset and financial resources.

ENQUIRIES : Mr. M Machela, Tel No: (051)-400 4740

POST 24/84 : DEPUTY DIRECTOR: TOURISM SECTOR AND TRANSFORMATION REF NO: DESTEA 08/06/18

SALARY : An all-inclusive salary package of R657 558 per annum (Level 11). The total package includes 70% 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate Degree/Diploma in Tourism or related field or equivalent qualifications. Experience in tourism environment. Understanding of policy research analysis and development. Good written and verbal communication skills. Computer literacy (Excel, Ms Word). A valid driver’s license.

DUTIES : Initiate programmes and projects that seek to address imbalances in the ownership of tourism enterprises, develop skills and stimulate suppliers to transform. Manage the identification and establishment of partnership agreements with industry associations and other structure locally and internationally for developing and enabling environment for private sector compliance. Maintain a system for monitoring compliance with BEE ratings by tourism enterprises. Ensure access to empowerment opportunities in tourism by beneficiaries from designated groups. Project Manager of strategic projects and programmes for enhancing the Department’s stakeholder engagements activities. Compile reports to National Department of Tourism on Tourism transformation. Management of resources of the Sub-directorate, i.e. human, asset and financial resources.

ENQUIRIES : Ms K Ntsala, Tel No: 051-400 4906
POST 24/85 : DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DESTEA 09/06/18

SALARY : An all-inclusive salary package of R657 558 per annum (Level 11). The total package includes 70% 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate Bachelor’s Degree in Economics or equivalent qualifications. Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver’s license.

DUTIES : Organize the Province’s participation in international exhibitions to secure export market opportunities for Free State exporters. Undertaking trade missions abroad to seek new market opportunities for Free State exporters. Conducting export awareness campaigns. Create and consolidate relationships between the exporting community and the provincial government through company visits. Evaluating the impact of trade promotion activities. Management of resources of the Sub-directorate, i.e human, asset and financial resources.

ENQUIRIES : Dr T Mokoena, Tel No: 051-400 4937

POST 24/86 : ENVIRONMENTAL OFFICER CONTROL GRADE A: AIR QUALITY REF NO: DESTEA 10/06/18

SALARY : R439 917- R502 992 per annum (OSD) - Appropriate salary will be determined by experience according to the regulatory framework based on OSD.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate Bachelor’s Diploma/Degree in Natural, Physical Sciences or equivalent qualifications. A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level. Relevant experience in environmental management inclusive of air quality management is required. Computer literacy and a valid driver’s license.

DUTIES : Ensure the development, implementation and review of the Air Quality Management Plan. Ensure that local authorities and industries are supported in the development and implementation of Air Quality Management matters. Lead the unit in collating information for various inventories of all air quality management related programmes. Support municipalities in ensuring that processing of atmospheric emission licenses applications are authorized within the legislated timeframes. Provide inputs into the review of environmental impact assessment (EIA) process; review of atmospheric impact reports; disseminate information and provide technical and procedural advice to all relevant stakeholders. Coordinate the implementation of strategies and programs to promote air quality management within the Province. Ensure participation in various forums and committees relating to air quality management matters. Supervision of officials and other resources within the division.

ENQUIRIES : Ms N Nkoe, Tel No: (051) 400 4917

POST 24/87 : RESORT MANAGER (STERKFONTEINDAM RESORT) REF NO: DESTEA 11/06/18

SALARY : R334 545 per annum (Level 09)

CENTRE : Harrismith


DUTIES : Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists. Ascertain that all Provincial resorts are graded in order to improve and maintain their standards. Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry. Assist in the determination of tariffs in the resorts.

ENQUIRIES : Mr. T Sibeko, Tel No: 051-400 9497
POST 24/88 : ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE REF NO: DESTEA 12/06/18

SALARY : R334 545 per annum (Level 09)
CENTRE : Bloemfontein
DUTIES : Implement Human Resource Management policies and procedures. Develop Human Resource Plan of the Department. Provide inputs into the development of HR policies and procedures. Conduct workshops on HR policies and Procedures and advice thereof. Coordinate the compilation of input to the Annual report. Supervision of officials and other resources within the division.

ENQUIRIES : Ms MP Tlale, Tel No: 051 400 9430

POST 24/89 : ASSISTANT DIRECTOR: JOB EVALUATION REF NO: DESTEA 13/06/18

SALARY : R334 545 per annum (Level 09)
CENTRE : Bloemfontein
DUTIES : Conduct job evaluations for vacant, redefined and newly created posts in the department so as to determine the correct salary level and present posts at the Provincial Quality Assurance Committee. Develop and maintain an appropriate Job Evaluation information management system for the department which include the data base of posts evaluated and posts awaiting evaluation. Provide inputs on the development of Job Evaluation policy. Provide advice and support to Management on issues relating to Job Evaluation. Provide a secretarial support to the Departmental Quality Assurance Committee and ensure that jobs are correctly. Compile submission on posts recommended by the Provincial JE Panel. Assist Managers with the development of Job Description and maintain the data base thereof and report on the outstanding Job Descriptions to be developed. Supervision of officials and other resources within the division.

ENQUIRIES : Ms N Mopeli, Tel No: 051 400 9440

POST 24/90 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DESTEA 14/06/18

SALARY : R334 545 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor’s Degree/Diploma in Labour Relations /Labour Law or equivalent qualifications. Relevant experience in Labour Relations. Thorough knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act etc. Good verbal and written communication skills. Computer literacy and a valid driver’s license.
DUTIES : Assist with the development of Labour Relation policies. Co-ordinate/ conduct investigation on misconduct and grievance cases and advise appropriately thereon. Advise management on all labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Represent the Department in Arbitration and Conciliation. Conduct research, train line functions and give advice on labour legislation and related matters. Perform and manage administrative and related functions. Supervision of officials within the division.

ENQUIRIES : Mr. M Mahlasela, Tel No: (051) 400 9472
POST 24/91  : ASSISTANT DIRECTOR: WELLNESS MANAGEMENT  REF NO: DETEA 15/06/18

SALARY  : R334 545 per annum (Level 09)
CENTRE  : Bloemfontein
DUTIES  : Design the Employee Assistance Programme (EAP) by compiling organizational profiles, needs analysis and establishment of EAP committee. Implement EAP by ensuring that EAP policies, operational plans, EAP strategy and implementation plans are developed. Manage and administer EAP by ensuring compilation of monthly and quarterly reports on EAP/ wellness issues to management for the purpose of appropriate reporting. Provide clinical services for employees and their immediate families by providing trauma debriefing and emotional support for victims and providing ongoing counselling and psychotherapeutic services for employees by both personal and work-related problems etc. provide preventative services, i.e., conduct proactive workshops (life skills, team building, stress management etc.). Monitor and evaluate implementation of EAP services in the department and conducting research into issues pertaining to EAP and programme evaluation. Manage human and other resource in the division.

ENQUIRIES  : Ms. B Molefe, Tel No: 051 400 9566

POST 24/92  : ASSISTANT DIRECTOR: ASSET MANAGEMENT  REF NO: DESTEA 16/06/17

SALARY  : R334 545 per annum (Level 09)
CENTRE  : Bloemfontein
REQUIREMENTS  : An appropriate 3-year tertiary qualification or equivalent, with minimum of 3 years' working experience in asset management. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Asset Management policies and guidelines. Working experience on BAS and LOGIS. Computer literacy and a valid driver’s license. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Conflict resolution skills. Good analytical skills.
DUTIES  : Implement an effective system of asset management. Compile monthly key performance indicator reports. Compile monthly asset reconciliation between BAS and LOGIS. Compile and submit disclosure note for Interim and Annual Financial Statements. Update the asset register with all movement of assets. Maintain the asset register. Facilitate and coordinate movement of assets. Facilitate and coordinate timeous bar-coding of assets. Conduct quarterly spot checks and annual asset verification. Administration of theft and losses. Supervision of officials within the division.

ENQUIRIES  : Mr M Machela, Tel No: 051 400 4740.

POST 24/93  : ASSISTANT DIRECTOR: COOPERATIVES DEVELOPMENT  REF NO: DESTEA 17/06/18

SALARY  : R334 545 per annum (Level 09)
CENTRE  : Bloemfontein
REQUIREMENTS  : An appropriate Bachelor’s Degree/Diploma in Commerce/ Public Management or equivalent qualifications. Relevant experience in providing development support to Cooperatives. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver’s license.
DUTIES  : Coordinate and facilitate the implementation of developmental support programmes for Cooperatives. Ensure that route capacity building sessions for Cooperatives are held. Coordinate the interdepartmental Cooperatives support programmes. Facilitate interaction with Cooperative associations. Establish and maintain an on-line database of Co-operatives in the Free State province. Assist Cooperatives with business registrations as well as access to financial and non-financial support. Develop strategies to facilitate access to markets. Ensure the compilation of reports on the Strategic plan and Annual Performance Plans of the sub-directorate. Supervision of officials and other resources within the division.
ENQUIRIES : Mr. M Sehularo, Tel No: 051 400 9620

POST 24/94 : MONITORING & EVALUATION SPECIALIST REF NO: DESTEA 18/06/18

SALARY : R334 545 per annum (Level 09)
CENTRE : Bloemfontein

DUTIES : Develop the Department’s Monitoring & Evaluation Policy and relevant standard operating procedures. Develop the Department’s Monitoring & Evaluation Reporting Plan in line with the Department’s Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation is improved continuously. Monitor and report on the activities and of the Department in relation to the following: Provincial Plans, Departmental Annual Performance Plan, SOPA/SONA/ MEC Budget Vote Injunctions and other Government Programmes of Action (national and provincial). Represent the Department in the national and/ provincial meetings on matters related to monitoring and evaluation. Oversee the administration of the departmental Information Management System. Oversee performance verification processes in the department. Supervision of officials and other resources within the division.

ENQUIRIES : Mr. D Hagen, Tel No: 051 400 4912

POST 24/95 : STATE ACCOUNTANT: SALARIES REF NO: DESTEA 19/06/18

SALARY : R281 418 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate three year Bachelor’s degree/diploma in Management Accounting/ Financial Accounting/ Public Finance or equivalent qualifications or Grade 12 with 5-10 years’ experience in salary administration. Relevant experience in Budget Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES : Assure on all reimbursement transactions on PERSAL. Reconcile transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Verify payments to third parties (employer contributions to pension funds, medical aid funds, tax deductions and reconciliations etc.) outside the payroll system. Reconcile the payment requests with budget provisions and the availability of funds. Ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Verify the payment of transfers and subsidies processed on the accounting system. Sorting and distribution of payrolls. Ensure monthly reports are compiled. Ensure weekly filing of all relevant documentation. Implementation of allowances and deductions (house, rent, electricity, water, sanitation, union insurance & medical aids including posting and faxing of schedules).

ENQUIRIES : Ms P Rantekane, Tel No: 051 400 4753

POST 24/96 : STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: DESTEA 20/06/18

SALARY : R226 661 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate three year Bachelor’s degree/diploma in Management Accounting/ Financial Accounting/ Public Finance or Grade 12 with 5-10 years’ experience in budget management or equivalent qualifications. Relevant experience in Budget Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES : Maintain and update balancing budget information on BAS and in compliance to standard chart of accounts. Compile monthly in-year and management expenditure reports as prescribed. Provide support to line function by contributing to the consistent and effective application of financial management practices.
Assist in managing departmental cash flow. Assist in monitoring the infrastructure Expenditure by compiling and populating the information on the Infrastructure Reporting Model. Assist with verification of funds for procurement purposes.

ENQUIRIES : Mr M Moleko, Tel No: 051 400 4737

POST 24/97 : PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION REF NO: DETEA 21/06/18

SALARY : R226 661 per annum (Level 07)
CENTRE : Bloemfontein
DUTIES : Undertake the recruitment and selection processes within the department. Gather information relevant to the policy development regarding recruitment and selection processes. Conduct information sessions on HRM policies and Directives and monitor adherence thereof. Render advice to management and other officials on HRM related issues. Provide administration clerical support services within the component. Provide supply chain clerical support services within the component.

ENQUIRIES : Ms T Parkies, Tel No: 051 400 4728

POST 24/98 : BIODIVERSITY OFFICER PRODUCTION GRADE A

SALARY : R240 015 per annum (OSD) - Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
CENTRE : Rustfonteindam Nature Reserve (Botshabelo) Ref No: DESTEA 22/06/18
Seekoeiivlei Nature Reserve (Memel) Ref No: DESTEA 23/06/18
Gariepdam Nature Reserve (Xhariep) Ref No: DESTEA 24/06/18
Soetdoring Nature Reserve (Soutpan) Ref No: DESTEA 25/06/18
Maria Moroka Nature Reserve (Thaba-Nchu) Ref No: DESTEA 26/06/18
Caldeon Nature Reserve (Wepener) Ref No: DESTEA 27/06/18

DUTIES : Implement infrastructure management plan for the reserve which deals with the following: maintenance of roads, pathways and water availability; maintenance of fence, control and manage soil erosion and conduct veld management services. Implement biodiversity monitoring and management practices identified in the management plan, by ensuring the following: provide data for decision-making, maintain ecological processes, systems and bio-diversity, implement annual game management plan and program, plan, monitor and implement fire management. Manage risk and security aspects on the reserves, which include: implement resource security plan of the reserve, enforce regulations and legislation applicable on the reserve, ensure and monitor regular observation and fence patrols. Perform all administrative and related functions, including: financial administration, asset management, procurement and reporting. Supervision of officials at the Reserve.

ENQUIRIES : Ms G Sebetlele, Tel No: 051 528 2926
Mr M Pretorius, Tel No: 058 924 0183
Mr F van den Berg, Tel No: 051 754 0026
Ms L Kelly, Tel No: 051 433 9002
Mr J van Zyl, Tel No: 051 873 2427
Mr M Leeuw, Tel No: 051 583 2000

POST 24/99 : SIGN LANGUAGE INTERPRETER REF NO: DETEA 28/06/18

SALARY : R183 558 per annum (Level 06)
CENTRE : Bloemfontein
REQUIREMENTS : A Grade 12 with practical demonstration of ability to do sign language and voice over or an appropriate Degree/ Diploma in Language Practice or equivalent qualifications.
DUTIES : Render interpreter services to support hearing-impaired individuals with communication, at for example Imbizo's, workshops, training sessions, meetings, etc. Sensitize consumers of interpreter services on the culture of hearing-impaired
individuals to promote communication between hearing-impaired and hearing persons.

**ENQUIRIES**: Ms P Mothibedi, Tel No: 051 400 9440

**POST 24/100**: IT HELPDESK REF NO: DESTEA 29/06/18

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

**CENTRE**: Bloemfontein

**REQUIREMENTS**: A Grade 12 or relevant certificates in IT or an appropriate Degree/ Diploma in Information Technology or equivalent qualifications.

**DUTIES**: Log all calls on the call logging system. Update the status of the calls resolved on the service desk and the ones handles and resolves by IT Technicians. Provide first line technical support, answering support queries via phone, email and self-help system. Maintain high degree of customer service for all support queries and adhere to all service management principles. Respond to enquiries in resolving hardware and software problems and assigning more complex calls to IT Technicians. Arrange for external technical support where problems cannot be resolved in-house.

**ENQUIRIES**: Ms M Mphatlhane, Tel No: 400 9473
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

APPLICATIONS
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION
Mrs. M. Chandulal

CLOSING DATE
29 June 2018

NOTE
Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department or website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 26/18. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

MANAGEMENT ECHELON

POST 24/101
HEAD CLINICAL UNIT (MEDICAL) GRADE 1 - NEONATES REF NO: GS 26/18 (X1 POST)
Component: Paediatrics

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 annually.

CENTRE
Greys Hospital
PMB Metropolitan Hospitals Complex (including Greys, Edendale and Northdale Hospital)

REQUIREMENTS
MBCHB OR equivalent qualification Plus FC Paeds (SA) or equivalent Plus Subspecialty Certificate in Neonatology Plus Current Registration with Health Professions Council of South Africa as a Neonatologist PLUS 3 years experience working as a Neonatologist post registration. Recommendation: Prior experience in the public service will be an advantage. Knowledge, Skills, Training and Competency Required: Human resource management; Program planning, implementation and evaluation, Information management; Quality assurance programmes. Specialist medical knowledge, skills & competence in paediatrics and child health. Sub-specialist medical knowledge, skills & competence in neonatology. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience (an advantage). Research publications, research knowledge, skills & competence (an advantage).

DUTIES
(Will cover clinical skills, performance, training, research and supervision & support). The administration and management of neonatal services and neonatal team in Grey’s Hospital. Participate in the provision of clinical neonatal services as part of a team in Pietermaritzburg Metropolitan Hospitals Complex. Participate in after-hours specialist cover in Pietermaritzburg Metropolitan Hospitals Complex. Participate in specialist neonatal and multi-disciplinary clinics. Facilitate the development of neonatal services in all hospitals in the Pietermaritzburg catchment area. Participate in the departmental Outreach program for the development, delivery, supervision and support of paediatric and neonatal services in the Pietermaritzburg catchment area. Ensure appropriate standards of care and
oversee quality improvement programmes within the department. Participate in the training and development of undergraduate, vocational and postgraduate students and staff in Pietermaritzburg and its catchment area. Join the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg. Undertake appropriate clinical research and support the research efforts of junior staff.

ENQUIRIES : Dr ME Morgan / Mrs K Moses Tel No: (033) 897 3264

POST 24/102 : CHIEF FINANCIAL OFFICER: (LEVEL 15) REF NO: G34/2018
Cluster: Head Health

SALARY : R1 445 114 per annum
CENTRE : Head Office
REQUIREMENTS : An undergraduate (NQF Level 7) in Accounting/Public Finance/Economics with Post Graduate/Honors (NQF Level 8) in Accounting/Public Finance/Economics and Honors as majors, OR a Post Graduate in Accounting/CTA OR CA qualification. All qualifications must be recognized by SAQA. Minimum of Eight (8) years’ experience at a senior managerial level in a Financial Management environment – of which three (3) years must be at a Chief Director equivalent, Within the eight years, there must be three (3) years experience in a Public Sector environment. An unendorsed valid motor vehicle drivers license. Recommendations (in their order of importance): Qualification as a Chartered Accountant, A post graduate qualification in Public Health/ Management, A recognised certification in Project Management, will serve as a recommendation. Required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required:-The incumbent of this post will report to the Head of Department of Health, and will be responsible to support the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, the Treasury Regulations and Practices Notes; and manage the financial, accounting and supply chain management systems of the Department ensuring good governance arrangements and value for money in the Department. The ideal candidate must: Possess sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the “accrual” basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Have the ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Cluster Managers ensuring compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Provincial Treasury Practice Notes. Possess strong leadership ability in securing financial resources for the Department to adequately fund the Annual Performance Plan of the Department. Have the ability to translate the macro fiscal environment for core business managers into strategic financial direction. Possess sound knowledge of Strategic Planning Processes and associated budgetary processes. Have the ability to develop and utilize Monitoring and Evaluation Mechanisms in support of strategic resource management practices. Have the ability to capitalize on human potential and to build a strong financial delivery team at Head Office and at Institutions. Have the ability to use and manage advanced computer applications. Possess knowledge of the principles of Public Private Partnerships and the financial management of complex contractual arrangements. Have excellent verbal communication and report writing skills.

DUTIES : Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Annual Performance Plan. Provide technical advice to Accounting Officer and Senior Managers to ensure the equitably allocation, maintenance and effective utilization of resources in line with the Strategic
Objectives of the Department, legislative imperatives and good governance arrangements inclusive of the management of working capital, assets, liabilities and revenue collection to achieve optimal operational efficiency in the Department. Ensure adequate financial, accounting and internal financial control arrangements and systems are in place and maintained in support of the decentralized financial management mode inclusive of appropriate mechanisms for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the preparation and submission of the Annual Financial Statements and liaison with the Auditor-General inclusive of ensuring compliance with reporting requirements and standards under the PFMA, Division of Revenue Act and Financial Statements. Ensure the effective, efficient and economical management and utilization of resources allocated to the Financial Cluster as outlined in the legislative framework for good governance. Provide effective and efficient management of resources within the Cluster to ensure optimal functioning and performance of the Cluster in delivery linked to the strategy and policy imperatives. Provide financial advice and support to the Accounting Officer and other senior managers – i) in developing costing/funding options for strategic and other business plans within the MTEF arrangement, ii) in executing their functions in terms of the PFMA, Treasury Regulations and Departmental Financial Delegations. To Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money in the Department.

ENQUIRIES
DR M Gumede Tel No: 033- 395 3176
APPLICATIONS
All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
FOR ATTENTION
Mrs B C Shelembe
NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. All shortlisted candidates for this post 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.

CLOSING DATE
29 June 2018
POST 24/103
CHIEF EXECUTIVE OFFICER REF NO: G33/2018 (TO SERVE BOTH AS MEDICAL MANAGER)
Cluster: District health Services
SALARY
R1 052 712 per annum. An all Inclusive MMS Salary Package of Salary Level 12
CENTRE: ST Margaret's Hospital

REQUIREMENTS:
MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required:
The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES:
Manage the day - to- day function of the hospital to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Hospital. Manage the provision of clinical services within the Hospital and its Clinic. Ensure the implementation of human resource development policies to promote knowledge, skills and competencies especially clinical expertise. Provide effective leadership to motivate staff and promote team work.

ENQUIRIES:
Mrs GLL Zuma Tel No: 039 8348300

APPLICATIONS:
All applications should be forwarded to: The District Manager: Harry Gwala District Health Office, Private Bag X502, Ixopo, 3276 or Hand delivered to: 111 Margaret Street, Ixopo

FOR ATTENTION:
Mrs ZR Dladla

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

CLOSING DATE: 29 June 2018

POST 24/104:
MEDICAL SPECIALIST REF NO: IALCH/GREYS MEDSPEC/PAED/HAEMONCO/1/2018 X 2 POSTS
Department: Paediatrics Medical (Haematology / Oncology)

SALARY:
Grade 1: Medical Specialist- R991 857 per annum all inclusive salary package (excluding commuted overtime).
Grade 2: Medical Specialist- R1 134 069 per annum all inclusive salary package (excluding commuted overtime).
Grade 3: Medical Specialist– R1 316 136 per annum all inclusive salary package (excluding commuted overtime).

CENTRE : Inkosi Albert Luthuli Central Hospital (1)  
Grey’s hospital (1)

REQUIREMENTS : MBCHB; Current registration with the HPCSA as a Specialist in Paediatrics. Applicants for the Grade 1 Specialist post without the Subspecialty are required to train in Paediatric Oncology. The following will apply: 2 years of Subspecialty training in Paediatric Oncology. A minimum of 3 years’ service in the KZN DOH (Inkosi Albert Luthuli hospital / Grey’s hospital) after completion of the above training; Trainees will spend one year of their Training at Inkosi Albert Luthuli and one year at a Paediatric Cancer Unit outside the province (in Gauteng or the Western Cape). Commuted overtime is a requirement and will apply throughout the Training period. A signed contract detailing the above prior to commencing in this post. Grade 1: Experience: No Experience required. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspecialty Paediatric Haematology or Paediatric Oncology. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspecialty Paediatric Haematology or Paediatric Oncology. Knowledge; Skills Training & Competencies Required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates, Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES : The core function of this post is to facilitate the delivery of Paediatric Oncology services for the province. This includes obtaining the necessary qualifications in the subspecialty. Service includes outpatient consultations and management of in-patients at IALCH during the 2 years training period; thereafter at IALCH or Grey’s according to the placement of the post. The duties will include training of registrars, undergraduate and postgraduate students. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when necessary.

ENQUIRIES : Dr R Thejpal (HOD Paediatric Medical) at (031) 2401536.

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 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 : 29 June 2018
POST 24/105  :  SPECIALIST MEDICINE REF NO: RKK M 25/2018

SALARY  :  Grade 1: R991 857 per annum. All-inclusive salary package (commuted overtime is compulsory).
          Grade 2: R1 134 069 per annum. All-inclusive salary package (commuted overtime is compulsory).

CENTRE :  R. K Khan Hospital – Medicine

REQUIREMENTS  :  Grade 1: Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Specialist in Medicine. Grade 2: The minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Medicine. Proof of current registration with HPCSA 2018. Knowledge, Skills and Competencies. Sound clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research. Stress tolerance, self-confidence and the ability to build and maintain good relationships. To work within a multi-disciplinary team.

DUTIES :  To provide effective and efficient specialist/consultant care for the patients of RK Khan Hospital and its catchment population. To assist the Head Clinical Unit in the development of systems for timeous and effective management of patients (consults, referrals, admitted, awaiting admissions). To assist in the development and implementation of guidelines and protocols. To participate and/or accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives. To participate in the academic programmes (for medical students & registrars) and in-service programmes (for nurses, interns, medical officers) as well as research initiatives. Standard of patient care and services is maintained.

ENQUIRIES  :  DR. J Mulla Tel No: 031 459 6209

APPLICATIONS  :  Human Resource Department, R K Khan Hospital Private Bag X004; Chatsworth, 4030 or Hand deliver to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35.

FOR ATTENTION :  Human Resource Manager

NOTE  :  Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the SANC certificate – not copies of certified copies. Current registration with SANC 2018. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018. Faxed documents will not be accepted. Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost.

CLOSING DATE  :  16 July 2018 16:00 afternoon

OTHER POSTS

POST 24/106  :  CHIEF EXECUTIVE OFFICER: VARIOUS HOSPITALS
          Cluster: District Health Services

SALARY  :  R779 295 per annum. An all Inclusive MMS Salary Package of Salary Level 12

CENTRE :  Montobelo Hospital Ref No: G31/2018
          Ntunjambili Hospital Ref No: G32/2018
**REQUIREMENTS**

A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s license (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

**ENQUIRIES**

Ms RT Ngcobo Tel No: 032 - 4373500

**APPLICATIONS**

All applications should be forwarded to: The District Manager: Ilembe District, Private Bag X10620 Stanger, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Building, 2nd and 3rd Floor, Kwa Dukuza

**FOR ATTENTION**

Mr R Phahla

**NOTE**

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

**CLOSING DATE:** 29 June 2018

**POST 24/107:** DEPUTY DIRECTOR: RADIOGRAPHY (GR 1) REF NO: DD: RADIOGRAPHY RADIO ONCO/1/2018 (X1 POST)

**SALARY:** R769 026 per annum

**CENTRE:** KZN Radiotherapy centres (Inkosi Albert Luthuli Central Hospital and Addington Hospital complex)

**REQUIREMENTS:**
Senior Certificate, An appropriate three year National Diploma/Degree in Therapeutic Radiography. Current registration with the Health Professions Council of South Africa as a Therapy Radiographer. (Independent practice). A minimum of three (3) years current and appropriate experience in Therapy Radiography (independent practice) after registration with the HPCSA as a Therapy Radiographer. Advantage: Two (2) years of the three (3) years appropriate experience in Therapeutic Radiography (independent practice) after Registration with the HPCSA as a Therapy Radiographer, must be current and at a junior management level within the Radiation Oncology department. Certificate of Service or proof of working experience endorsed by Human Resource Department. Recommendations: Current working experience in an oncology department of a government central level health institution that have integrated Aria, Eclipse Monaco, Mosaic. Knowledge, Skills Training and Competencies Required: Sound knowledge of Public Service Act and Regulations, Labour relations Act, Health and Safety Act and any other act applicable in executing duties. Extensive Radiation knowledge and sound clinical skills. Knowledge of health care system and health professional’s ethics. Team building and problem solver. Excellent Human and Communication and leadership skills.

**DUTIES:**
Co-ordinate the radiation protection program for the radiation/oncology department, ensuring that safety protocols in compliance with the Department of Health Radiation Protection Services are adhered to. Oversee the analysis, formulation & implementation of Departmental policies, procedure and practices and ensure that staff is aware of these. Analyse the need for training and development for radiographers and co-ordinate the formulation and implementation of training and development strategies and monitor the effectiveness of this training, by maintaining clinical supervision of radiographers at all levels. Co-ordinate the Development of the Oncology department budget and ascertain activity in consultation with all key role players whilst exercising control of expenditure in all Oncology Departmental Cost Centres, through ensuring efficient and efficient control of surgical sundries, pharmaceuticals, equipment, miscellaneous stores and the Oncology facility. Co-ordinate the implementation of the departmental employee performance management and development system for radiographers and admin staff. Responsible for the recruitment and selection of Radiographic and administrative staff whilst ensuring that recruitment and selection policies as laid down by the Department of Health are complied with. Participate in activities within the multi-disciplinary committees and ensure representation of Oncology Services in various committees. Ensure of after hour coverage of provision of Oncology Services as and when the need arises.

**ENQUIRIES:** Dr Nerisha Tathiah Tel No: (031 240 1131)

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

**CLOSING DATE**: 29 June 2018

**POST 24/108**: MEDICAL OFFICER REF NO: MO TRANSPLANT SURG/1/2018 X 1 POST

**Department**: Transplant Surgery

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

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
- Certified copy of MBCHB, certified copy of Registration Certificate with the HPCSA as a Medical Practitioner, certified copy of current renewal registration with HPCSA. Completed FCS – 1A (Primary) or higher. ATLS, ACLS or PALS will be a distinct advantage. **Grade 1**: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Knowledge of the transplant process and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage. Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**
- The candidate will be expected to work in the transplant and renal surgery unit at IALCH and provide a service in the greater DFR as required. After-hours clinical participation in the call roster which will include the surgical disciplines based at Inkosi Albert Luthuli Hospital. Assist with the provision and development of transplant and renal surgery as determined by the Head Clinical Unit at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of
the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required

ENQUIRIES
Dr S Moodley Tel No: 031 2401200 or (0837775819)

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 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
29 June 2018

POST 24/109
CHIEF RADIOGRAPHER REF NO: CHIEF RAD RADIO ONCO/1/2018 X 4 POSTS
Department: Radiation Oncology

SALARY
R414 069 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.

CENTRE
KZN Radiotherapy Centre- (Inkosi Albert Luthuli Central Hospital and Addington Hospital complex).

REQUIREMENTS
Diploma or Bachelor degree in Radiography. PLUS Current registration with the Health Professions Council of South Africa as a Therapy Radiographer (Radiotherapy) PLUS A minimum of 3 years clinical experience working in a Radiotherapy clinical environment after registration with HPCSA Independant Practise. Knowledge, Skills, Training and Competences Required: Knowledge of Radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques, including specialised techniques for Brachytherapy. Knowledge of quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to communicate effectively in a team including other referring professionals. Knowledge of basic patient care and management of Radiotherapy related complications.

DUTIES
Working knowledge and experience of PMDS and be responsible for the PMDS of staff as allocated. Provide assistance, training, supervision and mentoring to junior staff, students and advice to other professionals as required. Participate in quality improvement programmes and policy making in line with National core standards. Undertake all Radiotherapy planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and data preparation needed for treatment accessory construction. Undertake and supervise Brachytherapy Planning and treatment procedure liaising closely with the Oncologist and Physicist. Liaise Oncology nurses and the patient on any ongoing patient care. Safely operate and supervise use and care for accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry check supervision before delivery of treatment. Ensure accurate record supervision of the course of Radiotherapy treatment delivered. Support for Health
Provide an overtime and after hours support when needed, plus rotate between the two centres Addington and IALCH.

**ENQUIRIES:**  
Dr Nerisha Tathiah  
Tel No: 031 240 1131/1059

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

**CLOSING DATE:**  
29 June 2018

**POST 24/110:**  
OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 08/2018

**SALARY:**  
R394 665 – R444 195 per annum plus 13th Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)

**CENTRE:**  
St Apollinaris Hospital (High Care Ward)

**REQUIREMENTS:**  
Senior Certificate (Grade 12) or equivalent qualification; Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse and midwifery PLUS. A minimum of seven (7) years’ experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC receipt for the current year. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**DUTIES:**  
Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administrative services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.

**ENQUIRIES:**  
Miss NI Mpantsha @ (039) 833 8000/8013
APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

FOR ATTENTION: Human Resources Section

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

CLOSING DATE: 29 June 2018

POST 24/111: PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 21/2018 (X 1 POST)
Directorate: Nephrology – Renal Unit

SALARY: Grade 1: R340 431 – R394 665 per annum
Grade 2: R418 701 – R514 962 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements. (Successful candidate will be based at St. Aidan’s Hospital)

CENTRE: King Edward VIII Hospital

REQUIREMENTS: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, Registration with S.A.N.C. as a General Nurse and Specialty Nurse, One year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse, Proof of current registration with SANC. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Grade 2: Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills - verbal and written, Co-ordination and liaison skills, Problem solving skills.

DUTIES: Assist in planning/organizing and monitoring of objectives of the specialized unit., Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDs evaluation of staff and implement EAP, assist in orientation,
ENQUIRIES
APPLICATIONS
NOTE

CLOSING DATE
POST 24/112
SALARY
CENTRE
REQUIREMENTS
DUTIES

89
facility perinatal Mortality review or meetings. Know SANC rules and regulations pertaining to obstetrics.

ENQUIRIES
: Mrs NM Ngubane Tel No: 033 395 4340

APPLICATIONS
: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION
: Human Resource Practices

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

CLOSING DATE
: 29 June 2018

POST 24/113
: RADIOGRAPHER REF NO: RAD RADIO ONCO/1/2018 X 12 POSTS

Department: Radiation Oncology

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

CENTRE
: KZN Radiotherapy Centre - (Inkosi Albert Luthuli Central Hospital and Addington Hospital complex)

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

**DUTIES**

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

**ENQUIRIES**

Dr Nerisha Tathiah Tel No: 031 240 1131/1059

**NOTE**

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

**CLOSING DATE**

29 June 2018
not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

OTHER POST

POST 24/114 : DEPUTY DIRECTOR: TECHNICAL INTERVENTIONS (REF NO: P 21/2018)

SALARY : R657 558 per annum (all inclusive remuneration package)
CENTRE : Head Office, Pietermaritzburg


ENQUIRIES : Ms VL Mdletshe Tel No: 033 – 355 8706
NOTE : It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE U

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Mpumalanga Department of Health invites suitably qualified applicants to apply for the posts as indicated below, provided that they meet the appointment requirements.

APPLICATIONS: The Head of Department OR Hand delivered to: Provincial Office No 3 Government Boulevard, Department of Health, Riverside, Mbombela, Private Bag X 11285, 1200, Mbombela, 1200

FOR ATTENTION: Ms. D P Khoza

CLOSING DATE: 29 June 2018 (at 14h00 sharp) all applications received after the closing date and time will not be entertained.

NOTE: The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. NB: (People with disabilities are requested to apply and indicate such in their application forms)

Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae.

Please quote the Correct references on your form and where possible the station/Centre where the post is. Please Note: One Application Form Per Post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months.

In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served.

MANAGEMENT ECHELON

POST 24/115: CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: MPDOH/JUNE/18/01

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

CENTRE: Provincial Office, Nelspruit

required in terms of Public Service statutory framework by collecting, formatting & explaining information.

**DUTIES**: Develop, implement and maintain appropriate mechanisms/strategic to timeously respond to the changing needs of financial information and the interpretation thereof, and render technical advice to the Head of Department. Give expert advice on the strategic financial planning of the Department through analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operation and estimates of future revenues and expenditures. Oversee the budgetary process within the Department, exercise budgetary control and provide early arrangement at a strategic level. Monitor the implementation of the Provincial Clean Audit Strategy. Oversee the preparation and submission of annual financial statements and liaise with the Audit – General. Liaise with relevant role – players within National and Provincial Department. Responsible for management of Human Resources in the respective Chief Directorate.

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

**NOTE**: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

**POST 24/116**: CHIEF DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/JUNE/18/02

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

**CENTRE**:
Provincial Office, Nelspruit

**REQUIREMENTS**:
An undergraduate qualification (NQF Level 7) in health related field as recognised by SAQA. Five (5) years experience at a senior managerial level preferably in health related field. An honours or master’s degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Driver’s license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

**DUTIES**:
Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the district. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Coordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO’s). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the chief directorate, internally in the department and externally with all stakeholders.

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

**NOTE**: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.
POST 24/117: MEDICAL SPECIALIST (FAMILY PHYSICIAN) GRADE 1 & 3 REF NO: MPDOH/JUNE/18/05

SALARY: R991 857 – R1 316 136 per annum (OSD Requirements) (Depending on the years of experience in terms of relevant OSD) plus Commuted Overtime and Rural Allowance

CENTRE: Piet Retief Hospital

REQUIREMENTS: Appropriate Qualification that allows registration with HPCSA as Medical Specialist (Speciality). Registration: HPCSA registration as Medical Specialist (Family Medicine Speciality). Experience: appropriate qualification in the relevant discipline that allows registration as medical specialist with HPCSA plus 5 years’ experience after registration with HPCSA as a medical specialist. Foreign candidates require 6 years relevant experience after registration with HPCSA, of whom it is not required to perform community service. Current registration: 2018-2019.

DUTIES: Manage Clinical Unit. Provide clinical care to patients. Train medical officers and be prepared to work commuted overtime. Manage division/wards for the relevant disciplines. Provide quality improvement activities in the relevant discipline. Monitor and supervise medical officers within the relevant disciplines. Arrange and supervise CPD and peer review to train interns/community service doctors and medical officers. Formulate clinical governance guidelines and procedures. Assist with national core standards compliance. Manage Human Resource in the unit. Manage financial resources. Manage assets in the unit. Manage outreach programmes for the sub-district. Provide expert opinion on medico-legal challenges.

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

NOTE: This post replaces an advertised post of Head of Clinical Unit (Medical) Grade 1 in the DPSA Vacancy Circular 18 of 2018 posted on 04 May 2018 under post number 18/58 (MPDOH/May/18/01)

POST 24/118: DIRECTOR: ADVOCACY, COMMUNICATION AND SOCIAL MOBILISATION REF NO: MPDOH/JUNE/18/03

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

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Health Sciences as recognised by SAQA. Five years experience at a senior managerial level preferably in Health Information or related field. Extensive knowledge of the District Health Information System. Good presentation skills and ability to communicate at all levels. Advanced knowledge of Ms Word, Excel and Power Point. Good analytic skills. Report writing skills. Possession of a valid Code B driver’s licence.

DUTIES: Mobilize decision makers and communities on HIV and AIDS, STIs and TB programmes and policies. Advocate for policy reviews and implementation. Plan and manage social mobilization interventions to raise awareness on Public health issues. Plan targeted mobilization and Behaviour Change Communication for vulnerable groups and difficult to reach population. Produce information, education and communication (IEC) material to support awareness on HIV and AIDS, STIs and TB issues. Communicate HIV and AIDS, STI and TB policies and programmes to the general public. Participate in National, Provincial and District communication to enhance Provincial Communication strategies. Compile information for media briefs, statements for Provincial Leadership. Liaise with local media and radio to promote awareness on communicable and non-communicable diseases. Produce communication and social mobilization plans for the programme. Strengthen the integration of HAST services into the PHC package services. Ensure effective integration of HAST programme at provincial, district, sub district and facility level.

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

NOTE: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.
POST 24/119: DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION REF NO: MPDOH/JUNE/18/04

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

CENTRE: Provincial Office, Nelspruit


DUTIES: Determine and evaluate proper implementation of Human Resource Management strategies and policies to meet the Departmental Mandate. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate’s strategic goals. Develop the Directorate’s Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within cost and to required quality. Manage financial and other resources allocated to the Directorate. Advise and assist other managers on Human Resource Management and Development practices and policy matters. HR Functions. Ensure that recruitment is well executed to ensure that the Department is correctly staffed with the right number of personnel with skills relevant to the service delivery needs. Participate in the development and administration of the personnel services budget. Assist the Department in designing a proper organisational structure, role of divisions, work units and post classifications. Oversee the proper implementation and monitoring of the Performance Management and Development Process in line with the Provincial PMDS Policy. Manage employment relations functions, employee health and wellness, employee compensation, service benefits and allowances, and training and development of the Department. Offer strategic support in the management and maintenance of Human Resource Information Systems.

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

NOTE: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

OTHER POSTS

POST 24/120: MEDICAL OFFICER: GRADE 2 REF NO: MPDOH/JUNE/18/06 (Replacement)

SALARY: R842 028 - R920 703 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.

CENTRE: Rob Ferreira Hospital

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


**ENQUIRIES**

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

**POST 24/121**

**DEPUTY MANAGER: NURSING SERVICES**

**REF NO:** MPDOH/JUNE/18/09

**SALARY**

R756 525 – R851 463 per annum plus (OSD requirements depending on relevant experience)

**CENTRE**

Tintswalo Hospital

**REQUIREMENTS**

Bachelor’s Degree or Diploma in Health Management, Degree or Diploma in General nursing, a minimum of 9 Years appropriate / recognizable experience in nursing after registration as a professional nurse and at least 4 years must be recognizable experience in nursing management level, currently registered with S.A.N.C as a Professional Nurse. Knowledge and skills: understanding of legislation and related and ethical Nursing, practice, knowledge of the scope of practice for the different categories in nursing, ability to plan, organize and coordinate the nursing service, good communication interpersonal skills, implement Batho Pele principles, basic computer literacy skills and a valid driver’s licence.

**DUTIES**

Establish the strategic direction of the component to alignment with its business plan, ensure that efficiency and most suitable work procedures are identified, developed and implemented, Facilitate the development of nursing operation/business plan to give strategic directions, Participate in the hospital executive decision making body. Collaborate with other health team members to identify actual and potential areas for nursing and health care research for improvement and maintenance of quality care, Coordinate service and specific care activities within the multidisciplinary teams, coordinate the provision of relevant health care and rehabilitation, Advocate and ensure promotion nursing ethos and professionalism, Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to ensure care, manage and utilize resources in accordance relevant directives and legislations.

**ENQUIRIES**

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

**NOTE**

The shortlisted candidates will need to undergo a competency assessment

**POST 24/122**

**MEDICAL OFFICER: ORTHOPAEDICS GR 1- 3:**

**REF NO:** MPDOH/JUNE/18/07

**FILE**

(X2 POSTS) (Replacement)

**SALARY**

R736 425. - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.

**CENTRE**

Piet Retief Hospital

**REQUIREMENTS**

Matric certificate / grade 12, MBCHB degree or equivalent qualification. Current registration with the Health Professions Council of South Africa as a Medical Practitioner PLUS, registration certificate with Health Professions Council of South Africa as a Medical. Post Community Service Grade 1: Experience: Experience: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates
require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, skills, training and competencies required:-Basic knowledge of diagnosis and management of Orthopaedic pathologies and emergencies. Basic knowledge of diagnosis and management of medical conditions. Good communication, leadership, interpersonal. Basic knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision-making, analytical and communication skills. Computer literacy.

DUTIES : Assess and manage patients in Orthopaedic Outpatients, Wards and High Care, including after-hour service. Consult with colleagues and junior staff. Participate in Quality Assurance/Audit. Responsibility with after-hours participation. Commuted overtime is compulsory. Participate in Academic Programmes in the Orthopaedic Department. Assess and manage patient load and in Clinics, outpatients and high care. Assisting, developing and implementing of New Services and the utilization of New Equipment.

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

POST 24/123 : MEDICAL OFFICER: ORTHOPAEDICS - GRADE 1 - 3: REF NO: MPDOH/JUNE/18/08 (X2 POSTS) (Replacement)

SALARY : R736 425 - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.

CENTRE : Themba Hospital

REQUIREMENTS : Matric certificate / grade 12, MBCHB degree or equivalent qualification. Current registration with the Health Professions Council of South Africa as a Medical Practitioner PLUS, registration certificate with Health Professions Council of South Africa as a Medical. Post Community Service Grade 1: Experience Grade 1: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, Grade 3: Experience Grade 3: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, skills, training and competencies required:-Basic knowledge of diagnosis and management of Orthopaedic pathologies and emergencies. Basic knowledge of diagnosis and management of medical conditions. Good communication, leadership, interpersonal. Basic knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision-making, analytical and communication skills. Computer literacy.

DUTIES : Assess and manage patients in Orthopaedic Outpatients, Wards and High Care, including after-hour service. Consult with colleagues and junior staff. Participate in Quality Assurance/Audit. Responsibility with after-hours participation. Commuted overtime is compulsory. Participate in Academic Programmes in the Orthopaedic Department. Assess and manage patient load and in Clinics, outpatients and high care. Assisting, developing and implementing of New Services and the utilization of New Equipment.

ENQUIRIES : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
POST 24/124: MEDICAL OFFICER - GR 1 - 3 REF NO: MPDOH/JUNE/18/10 (X3 POSTS)

SALARY: R736 425 – R977 199 per annum (All – inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime)

CENTRE: Themba Hospital (2); Standerton TB Hospital

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

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

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

POST 24/125: MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/18/11 (Replacement)

SALARY: R736 425 – 793 341 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance and Commuted Overtime in line with prescripts

CENTRE: Shongwe Hospital

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

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

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

POST 24/126: MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/18/12 (X2 POSTS)

SALARY: R736 425 – 793 341 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus Commuted Overtime and Rural Allowance

CENTRE: Nkangala District:
  KwaMhlanga Hospital
  Embhuleni Hospital

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

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

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

POST 24/127: DEPUTY DIRECTOR – HEALTH TECHNOLOGY OPERATIONS REF NO: MPDOH/JUNE/18/13

SALARY: R657 558 per annum. MMS all inclusive 70/30 split SMS package that must be structured according to the MMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE: Provincial Office (Nelspruit)

REQUIREMENTS: Diploma/ Degree in Electrical or Clinical Engineering. Extensive experience in clinical engineering and maintenance models for medical equipment [Minimum of 8 year’s post qualification of which 4 years must be in supervisory position in a Clinical Engineering Environment]. Knowledge of the South Africa’s Health Care Act (2003) and the healthcare system. Knowledge of the PFMA and the Treasury Regulations. Leadership and management skills in people, strategic planning and its implementation. Knowledge of key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure. Valid driver’s license (minimum code B) is a must for the individual who must be prepared to travel extensively throughout the province.

DUTIES: To manage Clinical Engineering workshops and maintenance of medical equipment for all healthcare facilities throughout Mpumalanga Province. Develop policy frameworks, norms and guidelines for maintenance of medical equipment. Compile service level agreements (SLA) with suppliers for maintenance of medical equipment. Monitor adverse events reporting and institute corrective measures for medical equipment. Develop and implement monitoring and evaluation system for maintenance of medical equipment.

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

POST 24/128: PHARMACIST GR1 REF NO: MPDOH/JUNE/18/14 (X3 POSTS)

(Replacement)

SALARY: R615 945 – R653 742 per annum (depending on the years of experience) plus OSD Benefits

CENTRE: Shongwe Hospital, Standerton Hospital, Carolina Hospital

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

DUTIES: Ensure proper selection and procurement of drugs and surgical items for the Hospital. Ensure rational use of drugs. Develop a Hospital Medicine Formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and
train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacists.

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

POST 24/129 : HEAD OF DEPARTMENT: PSYCHIATRY HEALTH NURSING (PN-D3) REF NO: MPDOH/JUNE/18/15 (Replacement)

SALARY : R514 962 – 596 976 per annum (depending on the years of experience) plus OSD Benefits

CENTRE : Mpumalanga College Of Nursing, KaBokweni

REQUIREMENTS : Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver’s license; Computer literacy. Registration: SANC as Professional Nurse in Nursing Education. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education. Excellent verbal and written communication skills, organizational and management skills. Ability to think critically and analytically, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.


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

POST 24/130 : HEAD OF NURSING SCHOOL PN-D3 REF NO: MPDOH/JUNE/18/16 (Replacement)

SALARY : R514 962 – R596 976 per annum (OSD benefits depending on the years of experience)

CENTRE : Embuleni Hospital

REQUIREMENTS : A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post –Basic qualification in Nursing Education registered with SANC. Valid driver’s license. Willingness to travel extensively and work from different accredited clinical training facilities. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing at least 6 years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Excellent verbal and written communication skills, organizational and management skills. Ability to think critically and analytically, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

DUTIES : Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Monitor and evaluate the efficacy of the implementation of the curriculum. Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.

ENQUIRIES : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
POST 24/131: OPERATIONAL MANAGER: NURSING – PHC (PN-B3) REF NO: MPDOH/JUNE/18/17
(Replacement)

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

CENTRE: Phake Clinic

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

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

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

POST 24/132: OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/JUNE/18/18

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

CENTRE: Seabe CHC

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree / diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be Appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing - General. Current registration with the South African Nursing Council. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit
reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES

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

POST 24/133

OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/JUNE/18/19

SALARY

R499 953 – R562 696 p a depending on the years of experience) plus OSD

CENTRE

Fig-Tree Clinic

REQUIREMENTS

Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be Appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing - General. Current registration with the South African Nursing Council. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES

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

POST 24/134

ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH – GRADE 1 (MALARIA PROGRAMME) REF NO: MPDOH/JUNE/18/20

SALARY

R459 558 – R510 042 per annum [OSD requirements depending on years of experience]

CENTRE

Bushbuckridge Sub – District

REQUIREMENTS

Diploma / Degree in Environmental Health or equivalent qualification plus 6 years relevant experience. Computer literacy. Driver’s License. A proof of registration certificate with the Health Professionals Councils of South Africa (HPCSA) as an Environmental Health Practitioner. A valid driver’s license. At least 5 years’ experience in a Malaria Control Programme. Knowledge regarding vector control and elimination strategies. Understanding of departmental policies. Knowledge of PFMA, PPPFA, Good interpersonal relationship, management expertise ability to lead, organize, control and motivate staff. Must prepare to work under pressure and awkward time.

DUTIES


ENQUIRIES

Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
POST 24/135 : CHIEF RADIOGRAPHER DIAGNOSTIC GRADE 1 REF NO: MPDOH/JUNE/18/21

SALARY : R414 069 – R459 558 per annum (OSD benefits depending on the years of experience)

CENTRE : Carolina Hospital

REQUIREMENTS : A three year degree/diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic Radiography after registering with HPCSA.

DUTIES : Provide a 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National patients Right Character and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA.

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

POST 24/136 : CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL GRADE 1): PN-A5 REF NO: MPDOH/JUNE/18/22

SALARY : R394 665 – R444 195 per annum. OSD requirements depending on the years of experience)

CENTRE : KwaMhlanga Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.

DUTIES : Coordinate infection control and prevention programme, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.

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

POST 24/137 : CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (QUALITY ASSURANCE) (PN-A5) REF NO: MPDOH/JUNE/18/23

SALARY : R394 665 – R444 195 per annum. (OSD benefits depending on the years of experience)

CENTRE : Carolina Hospital

REQUIREMENTS : Registration with the S.A.N.C as a Professional Nurse. Eight (8) years recognizable experience in nursing. Appropriate competencies in quality assurance activities. Diploma in Health Services Management and total Quality Management qualification will be an added advantage. Diploma/Degree in General Nursing (Bridging course or four years comprehensive course). Diploma in midwifery/ Psychiatry. Submission of certified copies, personal documents and SANC receipt. Knowledge and Skills: Understanding of Legislation, related legal and ethical nursing practices. Knowledge in quality nursing activities. Knowledge of the scope of practice for the different categories in nursing. Ability to plan, organize and coordinate the program with other health components. Computer literacy. Knowledge and understanding of quality assurance policies. Good communication and interpersonal skills. Presentation skills. People management and application of Batho Pele Principles.

DUTIES : Coordinate quality improvement programs with relevant stakeholders. Compile reports on compliance and non-compliance to quality standards. Facilitates the development and implementation of policies, norms and standard with regards to
quality assurance in the institution. Conduct time flow studies and client satisfaction survey. Initiate quality improvement projects.

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

POST 24/138
: OPERATIONAL MANAGER: NURSING (GENERAL UNIT) GR 1 (PN-A5) REF NO: MPDOH/JUNE/18/24

SALARY
: R394 665 – R444 195 per annum. (OSD benefits depending on the years of experience)

CENTRE
: Ermelo Hospital

REQUIREMENTS
: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing). Must be Primary Healthcare trained and be registered with the South African Nursing Council (SANC). Thorough knowledge of nursing care processes, procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele Principles etc. Operational Management skills, good communication, report writing, problem solving, planning and organizing skills. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing.

DUTIES
: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the primary health care processes (PHC supervision policy) and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. interprofessional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources

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

POST 24/139
: PROFESSIONAL NURSE GR-1 (PN-B1) REF NO: MPDOH/18/JUNE/25 (X3 POSTS)

SALARY
: R340 431 – 394 665 per annum. (OSD requirements depending on the years of experience)

CENTRE
: Siyabuswa CHC

REQUIREMENTS
: Basic R425 qualification (i.e. diploma/degree in nursing) equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic nursing qualification, with a duration of at least 1 year in Primary Health Care accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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

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

POST 24/140
: PROFESSIONAL NURSE - GRADE 1 SPECIALTY (TRAUMA AND EMERGENCY) PN-B1 REF NO: MPDOH/JUNE/18/26

SALARY
: R340 431 – R394 665 per annum (depending on years of experience - OSD requirements)

CENTRE
: Themba Hospital - Regional Hospital
**REQUIREMENTS**: Grade 12. Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC as Trauma and Emergency specialty. A minimum of 4-years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Current (2018) proof of registration with SANC. Computer literacy and driver’s license will be an added advantage. Ability to work independently and to take decisions. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Skills Required: Good communication skills; report writing skills; coordination skills; planning and organizational skills; problem solving skills; decision making skills; ability to function as part of a team.

**DUTIES**: Provision of optimal, holistic specialized nursing care with the set standards and within a professional/legal framework. Effective utilization of resources: Human, material and monitoring of the services. Participation in training and research. Provision of support to nursing services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Maintain professional growth/ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.

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

**POST 24/141**: LECTURER GRADE 1 REF NO: MPDOH/JUNE/18/27 (X2 POSTS)

**SALARY**: R340 431 – 394 665 per annum. (OSD benefits depending on the years of experience)

**CENTRE**: Mpumalanga College of Nursing: KaBokweni (Primary Health Care) Bethal Hospital

**REQUIREMENTS**: A B degree, preferably in Nursing. SANC registration in Clinical Nursing Science, Health Assessment, Treatment and Care and Nursing Education. At least three (3) year’s in Clinical Primary Health Care. At least one (1) year experience in PHC teaching / clinical teaching. A valid driver’s licence. Willingness to travel extensively and work from different Primary Health Care sites. Display good leadership qualities and interpersonal skills.

**DUTIES**: Provide clinical leadership in Primary Health Care training. Facilitate mainly clinical learning, assess students. Actively participate in clinical work and student supervision for clinical competence. Patient care on Batho Pele principles and self-development to improve service delivery. Partake in research.

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

**POST 24/142**: ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: MPDOH/JUNE/18/28

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

**CENTRE**: Ehlanzeni District Office, Nelspruit

**REQUIREMENTS**: Degree or Diploma in Public Administration / Management or Human Resource Management or equivalent qualification plus 8 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

**DUTIES**: Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation. Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and
application of HRM policies and directives regarding recruitment and selection. Effective management of registry services in the human resource section.
Responsible for recruitment advertisements in the department through the use of printed media. Verify qualifications, experience, etc. of candidates. Arrange all aspects of the interviewing process. Draft submissions and cabinet memoranda pertaining appointments of SMS.

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

POST 24/143
ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUNE/18/29

SALARY
R334 545 per annum (Level 09) plus benefits

CENTRE
Witbank TB Hospital (Nkangala District)

REQUIREMENTS
Degree / Diploma in Public Administration / Management or equivalent qualification with 8 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.

DUTIES

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

POST 24/144
ASSISTANT DIRECTOR (FINANCE) REF NO: MPDOH/JUNE/18/30

SALARY
R334 545 per annum (Level 09) plus benefits

CENTRE
Shongwe Hospital

REQUIREMENTS
Degree / Diploma in Public Finance or equivalent qualification with 8 years relevant experience. Extensive experience in financial management plus valid driver’s license. PFMA, Treasury regulations, DORA, Transversal financial systems (BAS, PAAP). Computer Literacy (Microsoft Excel, Word & PowerPoint). Verbal and written communication skills. Ability to work under pressure & meet deadlines. Financial planning & Budgeting.

DUTIES

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

POST 24/145
CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/JUNE/18/31

SALARY
R281 418 per annum (Level 08) plus benefits

CENTRE
Bernice Samuel Hospital

REQUIREMENTS
Grade 12 certificate plus 10 years’ experience in patient administration or Degree / Diploma in Public Administration / Management plus 5 years relevant experience in patient administration. Extensive knowledge of outpatient administration,
reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24 hour shift environment and be part of the hospitals multi-disciplinary committees. A valid driver licence Code B will serve as an added advantage.

**DUTIES**: Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on/off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

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

**POST 24/146** : SENIOR STATE ACCOUNTANT REF NO: MPDOH/JUNE/18/32 (Re-advertisement)

**SALARY** : R281 418 per annum (Level 08) plus benefits

**CENTRE** : Barberton Hospital


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

**POST 24/147** : CHIEF PERSONNEL OFFICER REF NO: MPDOH/JUNE/18/33

**SALARY** : R281 418 per annum (Level 08) Plus Benefits

**CENTRE** : KwaMhlanga Hospital

**REQUIREMENTS** : Grade 12 Certificate plus ten 10 years experience in HR or Degree or Diploma in Public Administration / Management plus 5 years experience in HR. Certificate in Persal training will be an added advantage. Extensive knowledge of recruitment and selection, service condition and other human resource related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of PERSAL. Report writing skill and ability to interact with people at all levels. Valid drive’s license.

**DUTIES**: To render Human Resource Administration services. Facilitate and coordinate Performance Management services. Manage and maintain HR management, policies and procedures. Manage recruitment and selection processes. Manage placement and facilitate induction processes. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, revise leave records. Revise Persal transaction including the following: condition of benefits and service benefits (leave, PILIR, IOD, termination of service, long service recognition, housing, medical, relocation, pension benefits, leave gratuities, etc.
ENQUIRIES : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 24/148 : SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/JUNE/18/34

SALARY : R281 418. per annum (Level 08) plus benefits
CENTRE : KwaMhlanga Hospital
REQUIREMENTS : Grade 12 certificate plus 10 years’ experience in patient administration or Degree / Diploma in Public Administration / Management plus 5 years’ experience in patient administration. Understanding and implementation of methods, practices, policies, regulations and acts that governs Patient Administration. Computer literacy, possess knowledge on prescripts governing patient affairs including medical records. Advanced knowledge of report writing skill is a pre-requisite. Knowledge of the public service legislations, policies and procedures such as PFMA, LRA, PSA, Basic Conditions of Employment. Patient Administration knowledge of PAAB, PEIS, UPFS tariffs, Patient Classification, Procedure Manuals will be the added advantage. Ability to work under pressure. Leadership characteristics with firmness towards work.

DUTIES : Responsible for the overall day – to – day administrative management of the Patient Affairs Directorate, Casualty, Medical Records, Ward Clerks, Clinics, X-ray, RAF, Medico Legal, Patient Administration and Messengers. Ensure that Patient Affairs is managed according to policies, procedures efficiently and effectively. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service delivery. Determine internal control strategies to ensure compliance with prescripts. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Determine the Patient Affairs directorate’s annual objectives. Develop, implement and direct preventative and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manages directorate’s budgets. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analysing and maintaining of a high standard of quality assurance. Assist with evaluation and training. Contribute to the hospital planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround strategy of the department. Perform any other duties delegated by the Supervisor.

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

POST 24/149 : DIAGNOSTIC RADIOGRAPHER GR1 REF NO: MPDOH/JUNE/18/36 (X2 POSTS)

SALARY : R281 148 – 321 462 per annum. OSD (depending on qualification and experience plus Rural Allowance)
CENTRE : Carolina Hospital, Embhuleni Hospital
REQUIREMENTS : National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy. SA Qualified employees - No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees -1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver’s License.
DUTIES: Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Ensure safety health rules and regulations are adhered to.

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

POST 24/150: OCCUPATIONAL THERAPIST GR1 REF NO: MPDOH/JUNE/18/37

SALARY: R281 148 – R321 462 per annum (OSD benefits depending on the years of experience)

CENTRE: Themba Hospital

REQUIREMENTS: An appropriate Degree / Diploma in Health Sciences (Occupational Therapy). Current registration with the HPCS in category of Occupational Therapy. At least two (2) years’ practical experience after registration with the council. Valid drivers’ license. Thorough knowledge and understanding of appropriate Legislation and policies related to Occupational Therapy. Good interpersonal skills.

DUTIES: Render occupational therapy services to inpatients, outpatients as well as outlying clinics. Training and supervision of community service and junior Occupational Therapists. Render administrative duties in the Occupational Therapy Department. Participate in quality improvement projects. Participate in the formulation and review of strategic plan in allocated area of work as required. Participate in continuous professional development of subordinates according to the regulations of the Health Professional Council of South Africa and Government regulations in allocated area of work. Manage allocated human resources, including performance appraisal according to the regulations of the Department.

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

POST 24/151: PHYSIOTHERAPIST REF NO: MPDOH/JUNE/18/38 (X2 POSTS)

SALARY: Grade 1: R281 148 per annum (plus benefits)
Grade 2: R331 179 per annum (plus benefits)
Grade 3: R390 123 per annum (plus benefits)

CENTRE: Themba Hospital

REQUIREMENTS: BSC in Physiotherapy. Registration with HPCSA as Physiotherapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience: Grade 1: Have completed community service. Grade 2: A minimum of 10 years appropriate experience in Physiotherapy after registration with HPCSA. Grade 3: A minimum of 20 years appropriate experience in Physiotherapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.

DUTIES: Render patient centred Physiotherapy service that complies with standards and norms as indicated by health policies and protocols. Have interest in rehabilitation generally. Render individual and group therapy. Participate in re-integrations program and campaigns. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Physiotherapy Assistants/Technicians). To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core Standards and norms at departmental level. Assist in development of clinical Standard Operation Plans. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and interdisciplinary team members. Participate in mini research projects for the institution.

ENQUIRIES: Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
POST 24/152 : OCCUPATIONAL THERAPIST REF NO: MPDOH/JUNE/18/39

SALARY : R281 148 – R321 462 per annum (OSD benefits depending on the years of experience)

CENTRE : Ermelo Hospital

REQUIREMENTS : An appropriate degree in Health Sciences (Occupational Therapy). Current registration with the Health Professional Council of S.A as an Occupational Therapist. Thorough knowledge and understanding of appropriate Legislation and policies related to Occupational Therapy. Good interpersonal skills.

DUTIES : Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Implement sectional and provincial quality assurance measures in own area at work. Implement all aspect of allocated financial management tasks as indicated in sectional guidelines and governmental policies. Participate in the formulation and review of strategic in allocated area of work as required. Participate in continuous professional development of subordinates according to the regulations of the Health Professional Council of South Africa and Government regulations in allocated area of work. Manage allocated human resources, including supervision and performance appraisal, according to the regulations of the Department. Supervise allocated students, preferable only after 6 months in rank, according to the agreement with the tertiary training institution. Contribute to related.

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

POST 24/153 : SPEECH AND AUDIOLOGIST THERAPIST GR1 REF NO: MPDOH/JUNE/18/40

SALARY : R281 148 – R321 462 per annum. (OSD benefits depending on the years of experience)

CENTRE : Ermelo Hospital

REQUIREMENTS : Appropriate with B. Degree in speech therapy and minimum 1 of 1 year relevant experience post community service. Proof of current registration with HPCSA. Valid code 8(EB) or 10(EC1) of driver’s license. Basic computer literacy will be an advantage.

DUTIES : Assessment and management of paediatric and adult speech therapy. Supervision of students and community service Therapists. Administrative tasks related to the department. Promotion of the professions to the community and other health care workers. Education of other health care workers and community members.

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

POST 24/154 : ENVIRONMENTAL HEALTH PRACTITIONER GR1 REF NO: MPDOH/JUNE/18/41 (X6 POSTS)

SALARY : R281 148 – R321 462 per annum [OSD requirements depending on experience] [Level 07]

CENTRE : Piet Retief Hospital

REQUIREMENTS : Bachelor's degree is typically a minimum requirement for entry-level and some skilled environmental health jobs. The most relevant major varies with the specific environmental focus of a job. A degree in environmental health would be the most practical option for positions involving inspection and regulation of environmental policy, though biology, chemistry or geological studies could also be suitable.

DUTIES : They are responsible for investigating incidents that affect health such as pollution, accidents at work, noise control, toxic contamination, pest infestations, food poisoning and waste management. Their remit includes advisory work, education and law enforcement. A large amount of time is spent away from the office visiting properties such as farms, shops, food outlets, private/public accommodation, commercial premises, manufacturers and industrial organizations. In addition to inspections, responsibilities include, compiling reports, Providing training courses, gathering samples to be tested, investigating complaints, serving legal notices, providing evidence in court, liaising with other organizations.

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

POST 24/155 : LAUNDRY MANAGER REF NO: MPDOH/JUNE/18/42

SALARY : R226 611 per annum (Level 07) plus benefits
CENTRE : Matikwana Hospital
REQUIREMENTS : Grade 12 Certificate plus 5 years’ experience in laundry services or Diploma in Logistic and Hospitality Management plus 3 years’ experience in laundry services. Good leadership and computer literacy will be added advantage. Five (5) years in the Laundry services. Good supervisor skills. Good communication skills and computer literacy will be an advantage.
DUTIES : Direct laundry and uniform personnel to ensure consistent supply of clean, neat and quality linens and uniforms. Perform laundry activities according to health standards department. Ensure laundry equipment and facility are in best operating condition. Perform laundry functions in complete compliance with OSHA guidelines and requirements. Report to Executive Housekeeper about activities progress and issues if any. Ensure to maintain top level cleanliness following set policies, standards and procedures. Lead staff relations effectively within laundry department. Handle concerns of guest and follow up on activities as required. Conduct communication meetings once in month and ensure employee performance effectively. Ensure to promote actively team work within laundry department and maintain strong interdepartmental relations. Plan, organize and hire all laundry colleagues.
ENQUIRIES : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 24/156 : CHIEF ACCOUNTING CLERK: REVENUE REF NO: MPDOH/JUNE/18/43 (Re-advertised)
SALARY : R226 611 per annum (Level 07) plus benefits
CENTRE : Middelburg Hospital
REQUIREMENTS : Grade 12 Certificate plus 5 years’ experience in revenue services or Degree / Diploma in Public Finance or equivalent qualification plus 3 years’ experience in Revenue Services. Exposure in the field of salaries and tax will be an advantage. Good Computer skills, Numeracy, Accuracy and Public Service Finance. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and PERSAL Systems.
DUTIES : Supervising of revenue staff, ensuring correct billing of all services rendered to patients. Monthly reporting on revenue reports, Monthly banking, Reconciliation, Revenue Projections and sectional reporting / meetings. Ensure that Face Value Documents are available and to ensure correct handling thereof. Managing of leave reports. Ensure petty cash is available at all times, issuing thereof upon request and the replenishing thereof when necessary.
ENQUIRIES : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 24/157 : HEALTH INFORMATION OFFICER - HOSPITAL REF NO: MPDOH/JUNE/18/44 (X8 POSTS)
SALARY : R226 611 per annum (Level 07) plus benefits
CENTRE : Barberton Hospital Elsie Ballot Hospital Impungwe Hospital Lydenburg Hospital Matibidi Hospital Sabie Hospital Ermelo Hospital Bethal Hospital
REQUIREMENTS : Grade 12 plus a minimum of 5 years’ experience in working with DHIS or Degree / Diploma in Statistic or Information Management with 3 years’ experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents, knowledge of data quality assessment tools and methods, skills in data consolidation, verification and validation process.
DUTIES : Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data
verification, validation and consolidation of hospital data from all sources. Timeously capture data on web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information systems. Conduct data quality audit for the facility and quality Improvement plans. Monitor implementation of health information policies.

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

**POST 24/158**: HEALTH INFORMATION OFFICER - SUB-DISTRICTS REF NO: MPDOH/JUNE/18/45 (X11 POSTS)

**REQUIREMENTS**: Grade 12 plus a minimum of 5 years’ experience in working with DHIS or Degree/Diploma in Statistic or Information Management with 3 years’ experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. Valid driver’s license.

**DUTIES**: Conduct database management of DHIS and other relevant systems. Conduct sub-district data submission meetings. Consolidate sub-district data from all sources/system and data submission to the next level. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information systems (ETR.net, Tier.net, HPRS, PHC e-Tb register and THIS-TB & HIV Information system). Support health facilities on data quality assessment and Quality Improvement plans, monitor implementation of health information policies. Support District Health Plans (DHP) programs, District Health Expenditure Reviews (DHER) and District Health Team activities (DHMT).

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

**POST 24/159**: TRANSPORT OFFICER: FLEET MANAGEMENT REF NO: MPDOH/JUNE/18/46

**REQUIREMENTS**: Grade 12 certificate plus 5 years’ experience in Government vehicles or fleet management or Degree / Diploma in Transport Management or Logistic Management or equivalent plus 3 years’ experience in Government vehicles or fleet management. Years’ experience in Government Vehicle or Fleet Management, Computer literate and valid driver’s licence. Good interpersonal as well as written and verbal communication skills. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

**DUTIES**: Management of the day to day of the Barberton Hospital vehicles. Keep an up to date inventory of the Hospital vehicles. Reconcile the Hospital vehicles with the Standard Bank statements. Reconciliation of the Standard Bank transaction reports and verifies the expenditure. To keep vehicle records and filed in each
vehicle file. Allocation and co-ordination of Hospital vehicles according to the daily requests received 3 days in advance. Check listing of all vehicles issued to officials and upon receiving them back. Compiling of the monthly reports such as FORM 6, log sheets scrutinized and maintenance schedule records. Ensure the availability of and coordination of transport at Barberton Hospital.

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

POST 24/160:
STATE ACCOUNTANT REF NO: MPDOH/JUNE/18/47

SALARY:
R226 611 per annum (Level 07) plus benefits

CENTRE:
Barberton Hospital

REQUIREMENTS:

DUTIES:
Maximizations of revenue generated and debt collected owed to the state by debtors based on all patient classifications, account types and staff debts. Prepare revenue projections, revenue improvement plans together with relevant stakeholders. Management of fiscal handling of cash with relevant delegations process implemented. Management of creditors/debtors functions. Manage and authorize receipts of revenue collected. Daily reconciliation conducted for all revenue and Debt transactions. Attend to queries with internal and external stakeholders via the correct communication channels. Prevent and management of all related audit queries and implement remedial action measures. Management of face value forms. Compile relevant Debt and Revenue reports. Manage and direct the Revenue section staff. Any other delegated functions. Management and prevent all irregular, fruitless and wasteful expenditure. Manage all system related functions and reports. Ensure proper recordkeeping, registers of all office work, patient files handled. Implement strict controls on high risk patient files in the office. Ensure the proper support of Case Management. Conduct risk assessment and strategies implemented. Ensure compliance to all policies, standing Operational procedures and prescripts.

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

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department 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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

FOR ATTENTION: Gadifele Noge

CLOSING DATE: 29 June at 15H30

NOTE: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

POST 24/161: DIRECTOR: OPERATOR LICENSE AND PERMITS REF NO: 01/2018/19

Chief Directorate: Transport Regulations
Directorate: Operator License and Permits
This is a re-advertisement; candidates who previously applied are encouraged to re-apply

SALARY: R948 174 per annum (SL 13). The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.

CENTRE: Head Office- Mahikeng

independently and/or with little supervision and under pressure. People management and empowerment. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.

**DUTIES**

Monitor compliance on operating licence conditions. Ensure proper administration support services to licensing processes and committees. Manage public transport related to conflicts in the province. Ensure proper coordination of issuing of operator License and Permits in line with applicable Provincial and Municipal Transport Plans. Oversee the proper establishment and functioning of Provincial Regulatory Bodies in line with the National Land Transport Act. Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy and Land Transport Acts. Provide Strategic Leadership.

**ENQUIRIES**

Mr M Morule, Tel No: 018 381 9100

**POST 24/162**

**DIRECTOR: FINANCIAL MANAGEMENT REF NO: 02/2018/19**

Chief Directorate: Financial Management

**DUTIES**

The successful candidate will manage the Directorate through planning and organising the activities of the Directorate. Provide strategic leadership pertaining to financial services. Ensure that the Directorate complies with and support the Department’s business plan. Establish strategy for the Directorate including the approach for development of a set of metrics to monitor the Directorate utilising budgeting processes (MTEF budgets), accounting system, assessment records and payroll, Reporting and accounting as per regulatory requirements of the PFMA, Treasury Regulations, DORA and other statutory regulations e.g. Monthly and Quarterly Reports, Interim and Annual Financial Statements. Assist the CFO to ensure that the financial matters raised in audit reports are adequately resolved. Manage the implementation of the Directorate’s audit action plans.

**ENQUIRIES**

Ms. K Phatudi, Tel No: 018 200 8025

**NOTE**

preference will be given to female applicants
PROVINCIAL ADMINISTRATION: WESTERN CAPE
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 24/163 : PRINCIPAL PSYCHOLOGIST GRADE 1
Chief Directorate: Metro Health Services

SALARY : R919 467 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Valkenberg Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the (HPCSA) as Psychologist (Independent Practice). Experience: A minimum of 3 years’ appropriate experience as a Clinical Psychologist after registration with the HPCSA as a Psychologist. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to be available after hours. Competencies (knowledge/skills): Post-registration experience of clinical service delivery, training of intern psychologists and supervisory skills. Experience in Human Resource Management. Sound knowledge of the Mental Health Care Act 17 of 2002 and relevant policies. Appropriate knowledge of community based mental health models. Appropriate experience and expertise in teaching and research. Computer and statistical analytical skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Develop, support and manage the Psychology Department at Valkenberg Hospital according to best practice standards. Participate in the strategic and operational management of Valkenberg Hospital in line with clinical service development and outreach programmes. Coordinate and manage the clinical psychology intern programme for Valkenberg Hospital. Participate in the academic activities for training, teaching and research in the Department of Psychiatry and Mental Health and Faculty of Health Sciences at UCT.

ENQUIRIES : Ms CD Dean, Tel No: (021) 826-5786
APPLICATIONS : The Chief Director: Metro Health Services, Private Bag X15, Parow 7500.
FOR ATTENTION : Ms R Hattingh
NOTE : The successful candidate will be a member of the Joint Staff of the University of Cape Town (UCT), but will be a Provincial Government: Western Cape (PGWC) employee, appointed on PGWC conditions of service. No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical or competency assessment.

CLOSING DATE : 29 June 2018

POST 24/164 : PHARMACY SUPERVISOR GRADE 1
Overberg District

SALARY : R736 425 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Bredasdorp PHC, Cape Agulhas Sub-district.

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB)
driver’s license. Willingness to register as a responsible Pharmacist and tutor. Willingness to do after-hours work and be on standby call. Competencies (knowledge/skills): Knowledge of Pharmaceutical Acts and Laws and National and Provincial Health Policies. Proven organisational, management and communication skills in Pharmaceutical services. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy with JAC experience as a recommendation.

**DUTIES**

Manage an efficient and cost-effective Pharmaceutical Services in the Cape Agulhas sub-district in accordance with statutory requirements and national and provincial policies. Co-ordinate the sub-district Pharmacy and Therapeutics committee meetings. Provide quality pharmaceutical care to patients in the sub-structure by ensuring compliance to the provincial code list, rational medicine use, managing clinical service delivery by the pharmacy department and providing information to patients, prescribers and other healthcare workers at the facility. Ensure sound medicine supply management practices are in place and adhered to in the Cape Agulhas sub-district which includes procurement, safe storage, control and reliable distribution of quality pharmaceuticals using JAC and MEDSAS for the procurement of pharmacy related consumables and equipment. Manage the budget and ensure compliance to financial prescripts with regard to pharmaceutical expenditure. Manage the pharmaceutical budget and expenditure and ensure compliance to financial prescripts. Provide leadership, ensure change management and manage supervision of pharmacy staff, SPMS reviews and leave management to ensure optimum productivity; ensure skills development.

**ENQUIRIES**

Ms H Brits, Tel No: (028) 214-5828

**APPLICATIONS**

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

**FOR ATTENTION**

Ms H Brits

**NOTE**

No payment of any kind is required when applying for this post. Suitable candidates may be subjected to competency assessment.

**CLOSING DATE**

29 June 2018

**POST 24/165**

**ASSISTANT MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY/INTENSIVE CARE UNIT/OPERATING THEATRE)**

Chief Directorate: Rural Health Services

**SALARY**

R546 315 (PN-B4) per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing; General/Trauma and Emergency/Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Good problem solving and leadership skills. Knowledge and experience in an operating theatre complex. Ability to communicate in at least two of the three official languages of the Western Cape.
DUTIES: Supervise and ensure the provision of quality patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human, material and physical resources efficiently and effectively. Development/establish and maintain constructive working relationships with nursing and other stakeholders. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES: Ms G E Sellars, Tel No: (044) 802-4537
APPLICATIONS: To the Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 29 June 2018

POST 24/166: ASSISTANT MANAGER NURSING (SPECIALTY UNIT)
Chief Directorate: Metro Health Services

SALARY: R546 315 (PN-B4) per annum
CENTRE: Mitchells Plain District Hospital
REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e Diploma / degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the following post-basic qualifications: Medical and Surgical Nursing Science (Trauma and Emergency) or Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable 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/recognisable experience in the specific specialty 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/recognisable experience at management level. Inherent requirements of the job: Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime when required. Willingness to deputise or stand in for Nursing Service Manager. Willingness to do distant management. Competencies (knowledge and skills): Ability to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy’s related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power Point presentation).

DUTIES: Clinical governance: provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management: facilitate and ensure the provision of cost effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery with regards to assist with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES: Ms A Brown Tel No: (021) 377-4410/4781
APPLICATIONS: The Chief Executive Officer: Mitchell’s Plain District Hospital, Private Bag X9, Mitchell’s Plain Or 8 AZ Berman Drive, Mitchell’s Plain, 7789.
FOR ATTENTION: Ms A Brown
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 06 July 2018
POST 24/167: ASSISTANT MANAGER NURSING (HEAD NURSING)
Eden District

SALARY: R499 953 (PN-A7) per annum (Plus a non-pensionable rural allowance of 12% of the basic salary)

CENTRE: Murraysburg Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

Inherent requirement of the job: Willingness to work overtime, day/night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbal) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES:
Manage acute hospital service to address the burden of disease and ensure person centered continuity of care. Manage PHC facility to ensure provision of person centered health within the service framework of COPC and legislated guidelines, policy and standards of Primary Healthcare service design. Manage and monitor the cost effective utilisation of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development.

ENQUIRIES:
Dr A J Muller, Tel No: (023) 414-8202

APPLICATIONS:
The District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION:
Ms S Pienaar

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

CLOSING DATE:
29 June 2018

POST 24/168: ASSISTANT MANAGER NURSING (AREA)
Chief Directorate: Metro Health Services

SALARY: R499 953 (PN-A7) per annum

CENTRE: Metro TB Centre (Stationed at Brooklyn Chest 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: Current registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to do shift work and standby duties. Willingness to travel and work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Good interpersonal and leadership skills. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to manage own work and that of the units reporting to the post. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies. Computer literacy (MS Word and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

ENQUIRIES : Ms S Ntsabo, Tel No: (021) 508-7406
APPLICATIONS : To the Medical Services Manager: Metro TB Hospital Centre (Brooklyn Chest Hospital, Metro District Health Services, Private Bag X2, Ysterplaat, 7405.
FOR ATTENTION : Ms C Walklett
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 July 2018

POST 24/169 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)
Overberg District

SALARY : R499 953 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE : Genadendal Clinic (X1 Post)
Riversonderend Clinic (X1 Post)

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Requested to rotate throughout the sub-district. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility. Plan to practice a holistic health service on a short/medium/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage the Health Programmes, Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Ms N Peton, Tel No: (028) 212-1070
APPLICATIONS : To the District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a competency assessment.
CLOSING DATE : 29 June 2018

POST 24/170 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

SALARY : R499 953 (PN-B3) per annum
CENTRE : Lambertsbay Clinic, Clanwilliam
**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**

Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information management w.r.t data collection, verification, report writing and submission of data. Human resources, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Efficient and effective management of PHC facility and transport services. Liaison with relevant stakeholders. Effective communication with all levels of service delivery.

**ENQUIRIES**

Ms E Eygelaar, Tel No: (027) 213-4070

**APPLICATIONS**

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

**FOR ATTENTION**

Ms NW Smit

**NOTE**

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

**CLOSING DATE**

29 June 2018

**POST 24/171**

**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)**

Eden District

**SALARY**

R394 665 (PN-A5) per annum

**CENTRE**

Ladismith 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 the professional council: Registration with the SANC or a 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 requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES**

Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and
promote professional growth and self-development. Information Management within the Hospital setting.

ENQUIRIES : Ms S Labuschagne, Tel No: (028) 551-1342
APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Mr S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 July 2018

POST 24/172 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)
Cape Winelands Health District

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

CENTRE : Breede Valley PHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good psychosocial and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels. Basic computer literacy skills (MS Word, Excel and PowerPoint). Willingness to work within a Multi-disciplinary team.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Breede Valley Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES : Mr G Baatjies, Tel No: (023) 348-1340
APPLICATIONS : The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
CLOSING DATE : 06 July 2018

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POST 24/173: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)

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

CENTRE:
Conville Community Day Centre

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one-year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies knowledge/skills: NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report-writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel and Outlook).

DUTIES:
Manage and provide clinical comprehensive PHC services. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding communities.

ENQUIRIES:
Ms MJF Marthinus, Tel No: (044) 814-1100

APPLICATIONS:
The District Manager: Eden District Office: Private Bag X6592, George, 6530.

FOR ATTENTION:
Ms S Pienaar

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

CLOSING DATE:
29 June 2018

POST 24/174: ASSISTANT DIRECTOR: SUPPORT SERVICES
Chief Directorate: Rural Health Services

SALARY:
R334 545 per annum

CENTRE:
Worcester Regional Hospital

REQUIREMENTS:

DUTIES:
Responsible for effective and efficient management of all Support Services sections: food services, linen and laundry services, switchboard services, residence management, transport services, registry services and porter services. Effective and efficient management of service contracts and public private partnerships. Management of Human Resources, Management of Financial Resources.
ENQUIRIES : Ms ZZZ Kwinana, Tel No: (023) 348-1277
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 29 June 2018

POST 24/175 : SENIOR STATE ACCOUNTANT: FINANCE (MEDICAL AIDS/SCHEMES)

The applicants who have already applied for this post need not to re-apply.
Directorate: Management Accounting: Revenue Administration

SALARY : R281 418 per annum
CENTRE : Head Office: Cape Town
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate working experience with medical scheme claims at a medical scheme or administrator. Appropriate experience and knowledge of scheme rules, legislation and claims management in the Medical Scheme industry. Extensive public and private sector experience regarding the management of medical scheme claims. Inherent requirements of the job: Willingness to travel on a regular basis away from work place to visit the Department’s facilities. A valid code B/EB driver’s licence. Competencies (knowledge/skills): Knowledge of operational and management aspects pertaining to the processing of claims within the medical scheme industry. Knowledge of legislative governance relating to medical schemes. Knowledge of the Hospital Fees policies and procedures. Knowledge of public and/or private sector tariff structures. Knowledge of medical scheme governing bodies, e.g. BHF and CMS. Effectively interpret medical scheme data from the Department’s billing systems and/or from the respective schemes. Computer literacy in Microsoft Office applications (Word, and Excel).
DUTIES : Oversee submission of medical scheme claims, including interaction with the Department’s EDI service provider. Extensive liaison with the various medical schemes re the follow-up of unpaid medical scheme claims. Provide support and/or liaise with the Department’s facilities regarding the management of claims, legislative requirements and industry changes pertaining to medical schemes. Compile departmental policy directives regarding medical scheme claims. Obtain and analyse data in respect of the Department’s Accounts Receivable systems and third party systems. Identify underlying reasons for short or non-payment of claims and resolve with medical schemes. Perform ongoing validation of medical schemes registered in the Department’s Accounts Receivable systems. Validation of Practice numbers (PCNS) with the Board of Healthcare Funders. Represent the Department in engagements with internal and external clients.

ENQUIRIES : Ms L Ismail, Tel No: (021) 940-4553
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.
CLOSING DATE : 29 June 2018

POST 24/176 : INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (X-RAY UNIT)

SALARY : R226 611 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electronic Engineering or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience or an interest in the repair, maintenance and installation of X-ray and related equipment and be willing to be trained in-house in the specific field of Imaging. Inherent requirements of the job: Willing to work overtime, perform standby and call-out duties. Valid (Code B/EB)
drivers licence and own reliable transport in order to perform above mentioned duties. Willing and able to perform physically challenging work. Competencies (knowledge/skills): Excellent ability in fault-finding and repair of imaging equipment. Good written and verbal communication in at least two of the three official languages of the Western Cape. Repair and maintenance of X-ray/Imaging and related medical equipment. Knowledge of the Occupational Health and Safety Act. Good knowledge of IT networking. Computer literate.

**DUTIES**
Liaise with clients and colleagues with regard to information and work progress. Ensure continuity of service by assisting other sections, prioritising of work and consideration of the operational requirements. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of X-ray and related equipment. Keep up to date records of equipment and activities. Ensure compliance with Occupational Health and Safety Act.

**ENQUIRIES**
Mr JD du Preez /Ms M Rossouw, Tel No: (021) 938-4634

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs

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

**CLOSING DATE**
29 June 2018

**POST 24/177**
INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (ANAESTHETIC/ RESPIRATORY UNIT)

**SALARY**
Grade A: R226 611 per annum
Grade B: R255 000 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electrical Engineering or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment. Inherent requirements of the job: Understand the functions of Clinical engineering. Valid (Code B/EB) driver’s license and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within all Clinical Engineering disciplines. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Computer literacy. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability and experience to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems.

**DUTIES**
Carry out maintenance, repairs, calibrations, routine inspections and evaluation of electronic medical and related hospital equipment. General administrative duties as required by Clinical Engineering i.e. write reports, specifications and record keeping of departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.

**ENQUIRIES**
Mr JD du Preez/Ms M Rossouw, Tel No: (021) 938-4634

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs

**FOR ATTENTION**
Ms Z Mtshiszawe

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

**CLOSING DATE**
29 June 2018

**POST 24/178**
ARTISAN PRODUCTION GRADE A TO C (MECHANICAL) (X2 POSTS)
Directorate: Engineering and Technical Support Services

**SALARY**
Grade A: R167 778 per annum
Grade B: R197 631 per annum
**CENTRE**
Bellville Mobile Workshop

**REQUIREMENTS**
Minimum educational qualification: Appropriate Trade Test Certificate. Experience:

**Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver’s licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Occupational Health and Safety Act and Regulations.

**DUTIES**
Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

**ENQUIRIES**
Mr N Nolan/G Williams, Tel No: (021) 918-1239/1632

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**
A practical/competency test may form part of the short-listing and/or interview process; a full job description is available upon request.

**CLOSING DATE**
29 June 2018
**DUTIES**


**ENQUIRIES**

Mr C April, Tel No: (044) 803-2762

**APPLICATIONS**

Mr S Pienaar

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

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

**CLOSING DATE**

06 July 2018

**POST 24/181**

**ADMINISTRATION CLERK: FINANCE/ADMINISTRATION**

Eden District

**SALARY**

R152 862 per annum

**CENTRE**

Riversdale Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management, Warehouse/Asset Management. Appropriate experience in LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management, Warehouse/Asset Management LOGIS functions/Modules in LOGIS. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of LOGIS system, Asset Management functions. Knowledge of the PFMA, Treasury Directives and Legislation pertaining to Asset Management work environment. Ability to work in a physically demanding environment.

**DUTIES**

Obtaining of Quotations via IPS. Responsible for the procurement of all assets and disposed items (as identified by committee) via the correct process, the receipt of assets (accurate and correct) and the system functions related to procedures. Conduct stock-taking and ad-hoc inspections. Maintain and update asset register. Manage asset movement, update and bar coding. Assist with payments function on LOGIS as well as the creation and maintenance related to asset management (including disposed items). Assist with disposal or redundant obsolete and unserviceable items in accordance to the existing prescripts. Actively involved with monthly BAS/LOGIS reconciliations.

**ENQUIRIES**

Ms L Odendaal, Tel No: (028) 713-8672

**APPLICATIONS**

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

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

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

**CLOSING DATE**

06 July 2018

**POST 24/182**

**FOOD SERVICES SUPERVISOR**

Chief Directorate: Metro Health Services

**SALARY**

R127 851 per annum

**CENTRE**

Wesfleur Hospital

**REQUIREMENTS**

Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7 certificate). Experience: Appropriate food service experience within a similar environment. Inherent requirement of the job: Willingness to work shifts, weekends and on public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of Labour Relations Act, Occupational Health and Safety Act and protocol with regards to nutrition. Sound interpersonal and communication skill. Knowledge of the handling of industrial equipment. Ability to work under pressure. Ability to speak at least two of the three official language of the Western Cape.
**DUTIES**: Adhere and implement Occupational Health and Safety standards. Effective Human Resource Management within unit. Adhere and implement food hygiene policies and protocols. Cost effective stock request, issue and control. Supervise, plan and execute activities within food service department. Responsible for monthly reporting.

**ENQUIRIES**: Ms C Matthews, Tel No: (021) 571-8053

**APPLICATIONS**: The Manager: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

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

**CLOSING DATE**: 06 July 2018

**POST 24/183**: PORTER (X3 POSTS)

**SALARY**: R90 234 per annum

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30(weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to and from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hamper.

**ENQUIRIES**: Ms CB Johnson, Tel No: (021) 938-5327

**APPLICATIONS**: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

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

**CLOSING DATE**: 06 July 2018