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**: DEPARTMENT OF WATER AND SANITATION: Kindly note that the post of Senior Supply Chain Practitioner: Demand Management with Ref No: 060718/19 advertised in vacancy circular 25 dated 22 June 2018, the correct requirements read as follows: A National Diploma or Degree in Supply Chain Management/ Logistics/ Purchasing Management or relevant qualification. Three (3) to (5) years’ experience in Supply Chain Management of which one (1) year experience should be in a supervisory level. Experience in Demand Management in the public sector will be an added advantage. Knowledge and understanding of public procurement and financial management legislation, regulations, policies and prescripts. Knowledge of the functioning of the National Government. Computer literacy. Interpersonal and people management skills, planning and organising skills. SAP will be an added advantage. Kindly note that the post of Administration Clerk with REF NO:
060718/34 advertised in vacancy circular 25 dated 22 June 2018, the correct duties read as follows: Preparation and capturing of all sundry and order payments for Suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, Night shift, Standby, Sunday and Public holiday allowances and all other related salary deductions and payments to employees on PERSAL. Perform cashier duties and Petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (Assisting Area Offices), NWRI: CO and Head Office. Enquiries: Ms S.M. Magubane, Tel No: (036) 438 8307 and also please note that the closing date for both posts has been extended to 20 July 2018.
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ANNEXURE A

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 of 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 and the number and the name of this publication 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, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE

13 July 2018

APPLICATIONS

Please forward your application, quoting the relevant reference number and the number and the name of this publication 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, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

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.

OTHER POSTS

POST 26/01

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS

REF NO: 51/2018

Branch: Corporate Services
Chief Directorate: Human Resource Management

SALARY

R356 289 per annum (Level 09)

CENTRE

Pretoria

REQUIREMENTS

An appropriate three-year degree/diploma in Social Science or Industrial Psychology. Registration with the South African Council Services Professions (SACSSP) and or Health Professional Council of SA (HPCSA). 2-3 years’ experience in the field of counselling, knowledge and experience in the implementation of the Wellness Programme preferably in the Public Service, good communication and writing skills, interpersonal relations, good planning and organizing skills, proven computer skills.

DUTIES

Review and monitor the implementation of Employee Wellness policy. Assess the impact of Employee Wellness programme initiatives to all stakeholders. Monitor the implementation of the provisions of the Public Service Wellness prescripts. Co-ordinate and manage the employee referral system and provide appropriate support in line with the recommended interventions. Provide basic counselling of troubled employees. Monitor the impact and effectiveness of operational activities. Liaise, co-ordinate and monitor service providers’ deliverables and activities.

ENQUIRIES

Ms P Mulaudzi, Ms N Ngcama, Ms B Manqaba Tel No: 012 441 3730/ 082 324 3637
**POST 26/02** : SENIOR SUPPLY CHAIN PRACTITIONER: STORES REF NO: 49/2018  
Branch: Corporate Services  
Directorate: Supply Chain Management  

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Three Year Diploma / Degree in Purchasing / Logistics or Public Management / Administration. Plus 3-years’ experience in Logistics or Supply Chain Management field. Knowledge of Legislative Frameworks: PFMA and Treasury Regulations. Strong Knowledge of LOGIS system coupled with LOGIS system certificates.  
**DUTIES** : Coordinate warehouse stock-take process. Prepare annual stock-take report. Refurbish warehouse in terms of stock levels. Sub-system controller. Dispose unwanted or redundant store items. Review warehouse procedure manual. Assist in receiving goods for Department. Journalize issued items on LOGIS. Assist LOGIS users with regard to capturing and password reset. To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items. Dispatch store items to units. Retrievable filing system (0-9 filing). Handle enquiries from internal and external clients. Supervision of stores staff, and manage a register of orders for goods to be delivered and follow up with suppliers on outstanding deliveries.  
**ENQUIRIES** : Ms N Ngcama, Tel No: 012 441 3730 / 082 324 3637  

**POST 26/03** : PRINCIPAL MESSENGER/DRIVER: REF NO: 50/2018  
Branch: Corporate Services  
Directorate: Auxiliary Services  

**SALARY** : R115 437 per annum (Level 03)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12, valid code 8 South African Driver's license and a valid PDP. A minimum of 5 years driving experience will be an advantage. Good communication and interpersonal relations. Ability to read and write in English. The Department requires a responsible and reliable individual with sober habits.  
**DUTIES** : Shuttle staff members and as well as people living with disabilities daily. Sort internal and external mail. Collect and deliver documents, mail and parcels around Gauteng and surroundings areas. Record keeping of the utilisation of the allocated vehicle such as logbook, petrol and oil receipts. Etc. inspection of the allocated vehicle, routine maintenance on the allocated vehicle, report defaults to the transport rental company and take vehicle for repairs. Maybe required to work overtime.  
**ENQUIRIES** : Ms N Ngcama, Tel No: 012 441 3730 / 082 324 3637
The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 16 July 2018

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. The Department of Basic Education is committed to providing equal opportunities and practising. Affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

ERRATUM: kindly note that following additional information to the post advertised in the vacancy circular 22 dated 15 June 2018: Direct or: Health Promotion; Chief Directorate: Care and Support in Schools; Branch: Care and Support Services. We apologise for any inconvenience caused.

MANAGEMENT ECHELON

POST 26/04: DEPUTY DIRECTOR-GENERAL (REF NO: DBE/06/2018)

Branch: Teacher, Education Human Resources and Institutional Development

SALARY: All-Inclusive remuneration package of R1 370 973 per annum

CENTRE: Pretoria

REQUIREMENTS: Applications are invited from suitably qualified and skilled persons for the above-mentioned very senior position in the Department of Basic Education. Applicants should have an undergraduate qualification (NQF level 7) and post graduate qualification as recognised by SAQA in the Social, Education or Management Sciences, and in addition must have 8-10 years’ experience at senior managerial level. The ideal candidate will have vision, a mature sense of leadership and proven management abilities. He/she will provide direction and strategic leadership in a conducive environment to recruit, support and develop a core of quality, committed and caring educators for the education system, maintaining labour peace and well-led institutions capable of delivering quality education. The following skills, knowledge and attributes are required: financial management, programme and project management, strategic leadership, knowledge management, problem solving skills and communication skills.

DUTIES: The incumbent will be responsible for: Ensuring that policies are developed for the provision, utilisation, employment and management of labour relations of educators; Ensuring that policies, systems and programmes are developed to ensure quality support to educators and institutions; Establishing a credible teacher development system and that teachers are able to identify their development needs and programmes to help them deliver on the curriculum; Providing a coherent teacher development strategy; Establishing a credible system for identifying and responding to the development needs of educators; Providing strategic leadership to the Branch.
ENQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 26/05: CHIEF EDUCATION SPECIALIST: (BIRTH TO FOUR YEARS) (REF NO: DBE/35/2018)
Branch: Curriculum Policy, Support and Monitoring
Directorate: Early Childhood Development

SALARY: R812 724 per annum
CENTRE: Pretoria

REQUIREMENTS: Applications must be in possession of an appropriate three or four year qualification which includes professional teacher education. Furthermore, applicants must have at least nine years’ experience in the ECD sector, including experience in programmes for children Birth to 4 (four) years, supporting and supervising teachers and practitioners in provinces and districts. The successful candidate will be expected to have extensive knowledge of and insight into policies and legislation for Early Childhood Development, including but not limited to education policies. Sound knowledge of issues, challenges and initiatives pertaining to the development of policies and programmes for the Basic Education Sector is essential. The successful candidate should possess sound research skills, strategic planning skills, verbal and written communication skills, and computer literacy skills. In addition, experience in policy making processes and monitoring implementation thereof is crucial. Sound knowledge of, curriculum management and implementation and training in the field of Early Childhood Development are also crucial requirements for this position. The incumbent should be able to take initiative with regard to ECD related challenges. The ability to manage a team and experience in working collaboratively with other government departments and ECD stakeholders will be an added advantage.

DUTIES: The incumbent will be an Office-based Chief Education Specialist, capable of strategic and managerial leadership to co-ordinate the implementation of programmes within Early Childhood Development (Birth to 4 years): Provide professional leadership through the establishment and implementation of policies, systems and structures that allow for effective management of key deliverables in ECD. These will include but not limited to the following: Development of costed plans at national and provincial levels; Monitor and support the implementation of the National Curriculum Framework for Children from Birth to Four, inclusive of provision of minimum resources for curriculum implementation; Manage the development of materials for parents, caregivers and practitioners on the importance of play-based learning; Monitor and support the on-line training of ECD practitioners on play-based learning; Monitor and support the training of ECD practitioners towards a Level 4 ECD qualification as a minimum; Co-ordinate the reporting on the implementation of the National Strategy for Learner Attainment (NSLA) as it pertains to ECD; Strengthen inter-sector, inter-departmental and inter-provincial collaboration in improving the quality of ECD provisioning. Any other reasonable function assigned by the employer within the job function.

ENQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE: Shortlisted candidates will be required to complete a practical competency test prior to the interview.
POST 26/06: DEPUTY DIRECTOR: EDUCATION LABOUR RELATIONS POLICY AND CONDITIONS OF SERVICES (COLLECTIVE BARGAINING) (REF NO: DBE/36/2018)
Branch: Teacher and Professional Development
Directorate: Education Labour Relations and Conditions of Service

SALARY: All-Inclusive remuneration package of R826 053 per annum
CENTRE: Pretoria
REQUIREMENTS: A Degree/National Diploma in Labour Relations; Possession of a valid Drivers’ Licence; Willingness to travel frequently and work long hours; Five years working experience as an educator, including three years’ experience in labour relations matters in the Education sector; 4 years relevant experience at supervisory level. Participation in collective bargaining in the ELRC and/or PSCBC. Knowledge of labour laws, regulations and procedures; Knowledge of the Employment of Educators Act, Public Service Act, PFMA. Knowledge of conditions of service for educators; Knowledge of the Personnel Administrative Measures and the rules applicable to educators.; Knowledge of Public Service rules and Regulations; Ability to interpret Laws, Rules, Regulations and Collective Agreements; Knowledge of bargaining processes including negotiation skills; Ability to maintain effective relationships with stakeholders, colleagues and Public; Ability to communicate effectively, both verbally and in writing.

DUTIES: Contribute to the continued improvement of the conditions of employment of educators. Develop conditions of service and regulations for educators. Develop policies and initiatives to enable positive trends in employment practices for educators. Participates in meetings between labour and employer to discuss and attempt to resolve issues of mutual concern. Schedule or coordinate Employer Caucus meetings and serve as secretariat to the Employer Caucus. Offers labour relations advisory services to stakeholders, educators and public. Resolve disputes emanating from matters of mutual interest. Liaise with Provincial Education Departments on labour relations matters. Monitor implementation of Collective Agreements and policies concerning working conditions of educators to ensure compliance. Provide support to the negotiating team at the ELRC and or PSCBC. Draft and develop proposals for collective bargaining for educators. Performs related work as assigned.

ENQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291

POST 26/07: DEPUTY DIRECTOR: EDUCATION LABOUR RELATIONS SUPPORT (COMPLAINTS AND INVESTIGATIONS) (REF NO: DBE/37/2018)
Branch: Teacher and Professional Development
Directorate: Education Labour Relations and Conditions of Service

SALARY: All-Inclusive remuneration package of R826 053 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate degree or equivalent qualification in Law or Labour Relations; Possession of a valid Drivers’ Licence; Willingness to travel frequently and work long hours; At least three years working experience in labour relations in the Education sector, including experience in conducting investigations.4 years relevant experience at supervisory level. Participation or experience in collective bargaining in the ELRC and/or PSCBC. Knowledge of labour laws, regulations and procedures; Knowledge of the Employment of Educators Act, Public Service Act, PFMA Knowledge of techniques in investigations; Knowledge of Public Service rules and Regulations; Ability to analyse reports; Ability to interpret Laws, Rules, Regulations and Collective Agreements; Ability to maintain effective relationships with stakeholders, colleagues and Public; Ability to communicate effectively, both verbally and in writing.

DUTIES: Provide responsive and high quality support and advice to stakeholders, educators and public on all labour related complaints received by the Department. Schedule or coordinate meetings of the Directorate. Prepare and submit required reports related to labour relations matters. Maintain records, prepare reports and compile correspondence relative to the work. Investigate reported cases and compile reports and or provide advice on them. Prepare and submit required monthly and quarterly reports related to labour relations matters. Perform related work as assigned.

ENQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
POST 26/08 : ASSISTANT DIRECTOR: RISK MANAGEMENT (REF NO: DBE/34/2018)
Branch: Office of the Director-General
Directorate: Internal Audit, Risk Management and Forensic Investigations

SALARY : R444 693 per annum
CENTRE : Pretoria

REQUIREMENTS : Applications must be in possession of an appropriate three year Bachelor’s degree (or equivalent qualification) in Risk Management/ Internal Auditing with a minimum of three (3) years of experience in risk management. IRMSA membership will be an added advantage. The incumbent should possess excellent communication skills, independence, and excellent time management and adhere to stringent deadline dates.

DUTIES : Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks. Review risk management strategies, policies, guidelines and procedures and ensure compliance. Analyse, in conjunction with Branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps. Conduct workshops in order to assist management in developing the strategic risk registers. Facilitate processes relating to the Risk Management Committee. Assist with setting processes in place for Business Continuity Management.

ENQUIRIES : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291

POST 26/09 : ASSISTANT DIRECTOR: SCHOOL SAFETY/PREVENTION AND MANAGEMENT OF BULLYING (REF NO: DBE/38/2018)
Branch: Care and Support Services
Directorate: School Safety

SALARY : R444 693 per annum
CENTRE : Pretoria

REQUIREMENTS : We seek an individual with an appropriate and recognised Bachelor’s degree or an equivalent three-year qualification in the social/human sciences (a relevant postgraduate qualification will be an added advantage). This should be supported by 3 years’ experience in the design and management of programmes, and in monitoring and evaluation. An understanding of current education and/or school safety policies and trends is desirable. Strong conceptualisation and report writing, good communication, inter-personal and networking skills are essential as well as the ability to liaise with officials at all levels of government and key stakeholders in the field are required. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles to their work. Applications are invited from appropriately qualified persons for this Assistant Director position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at ensuring safe and secure learning environment and establishment of sustainable partnerships on school safety for learners and educators in schools.

DUTIES : She/he will: Develop policies, strategies and programmes to ensure safe and secure learning environments. Implement the national framework for school safety. Establish sustainable partnerships on school safety and creating safety nets for vulnerable children. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organizations. Monitor and evaluate policies, strategies and programmes to promote and maintain a rights-based culture including gender equity, and an ethos of respect and non-violence. Represent the Directorate both internally and externally as required. Liaise with and report to project funders. Manage internal and external partnerships.

ENQUIRIES : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE : Applicants must have a valid driver’s license and be willing to travel extensively. Shortlisted candidates may be required to make a presentation to the interview panel and take a writing assessment.
CIVILIAN SECRETARIAT FOR POLICE

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

APPLICATIONS : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. No late applications will be accepted.

CLOSING DATE : 13 July 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. 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 26/10 : PERSONAL ASSISTANT REF NO: CSP/07/2018

SALARY : R242 475 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Appropriate Secretarial Diploma or equivalent qualification. 3-5 years’ experience in rendering support to Senior Management. Knowledge of the relevant legislation/policies/prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Job related skills: Communication skills (Written and Verbal), Facilitation skills and Report writing skills. Problem solving and decision making. Interpersonal relations, Professional telephone manner, Organisational skills and ability to multitask. Service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, Confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, Planning and Organising. Ability to act with tact and discretion.

DUTIES : Provide administrative and secretarial support: Ensure the effective flow of information and document to and from the office of the Chief Director, Ensure safekeeping of all documentation in the office of the Chief Director, Scrutinize routine submissions/reports and make notes and /or recommendations for the Chief Director. Ensure that travel arrangements are well coordinated, Schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register and telephone accounts for the Unit. Provide logistical support services: Record minutes/decisions and communicate to relevant role players, Prepare briefing notes for the Chief Director, Coordinate Logistical arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, Compile draft letters and submissions as requested. Administer the budget of the office of the Chief
Directorate: Collect and coordinate all documents in relation to the budget of the Unit. Keeps record of expenditure commitments. Monitor expenditure and alert the Chief Director of possible over and under spending. Keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services: Prepare documents for meetings hosted and/or attended by the Chief Director, Circulate documents to other meeting participants and Provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Director and Follow up on behalf of the Chief Director regarding on the implementation of meeting and other decisions.

ENQUIRIES: Mr S Matsapola / Ms N Sefiti / (012-393-4359)
ANNEXURE D

DEPARTMENT OF ENERGY

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

CLOSING DATE: 13 July 2018

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POSTS

POST 26/11: DEPUTY DIRECTOR: PHYSICAL SECURITY

SALARY: R697 011 per annum (Level 11) (inclusive package)

CENTRE: Head Office

REQUIREMENTS: A Degree/ National Diploma in Security Management and Grade A PSIRA Certificate with minimum of 3 years’ experience at a junior managerial role in physical security management PLUS the following key competencies Knowledge of: Minimum Physical Security Standards, Minimum Information Security Standards, Information and Knowledge management, Policy formulation, Investigations awareness programme, Departmental policies and procedures, Occupational Health and Safety Act, Fire Regulations, Thinking Demand: Analytical thinking, Creativity Skills: Computer Literacy, Communication, Reporting skills, Interpersonal skills, Conflict Resolution and negotiations skills, Operating & auditing skills, Disaster & recovery skills, Understanding & managing security risks, Conduct research, Understanding of electronic security systems, Analytical and innovative thinking Personal Attributes: Self driven, Ability to work under pressure, Ability to communicate at all levels, Flexibility, well-spoken receptive to suggestions, Co-operative, good communicator in various languages, Able to work in teams and independently, Assertive, precise and non-aggressive, cautious and disciplined, Honesty and integrity.

DUTIES: Conduct physical security audits as per MISS guideline and ensure implementation of recommendations, Oversee/execute surveys and contingency planning services in the department, Conduct physical security appraisals on all departmental buildings, Identify security deficiencies pertaining to accommodation; and Implement Minimum Physical Security Standards and Minimum Information, Security Standards in all offices of the Department; Ensure proper access control is provided at all departmental premises to promote the safety and security of people and property; Coordinate security training and awareness programmes for officials in the Department including security staff (e.g. evacuation drills); Provide and maintain a healthy and safe working environment in accordance with the contingency plan; Coordinate security services for all Departmental events; and; Conduct security risk/threat assessment and facilitate security counter...
measure in the Department; Manage and control security services within departmental offices; Develop and implementation of security measures, policies and SoP’s to protect personnel, assets and information of the Department, Review security policy and SoP’s, Monitor and ensure compliance to MPSS/MISS an departmental policies related to physical security, Manage and coordinate security training and awareness programmes for officials in the department, Facilitate investigation of security breaches in the Department; Liaison with other security and law enforcement agencies as well as relevant internal and external authorities; e.g. SAPS & SSA, Manage the Sub-directorate, Monitor and ensure proper utilisation and maintenance of equipment; Evaluate and monitor performance appraisal of subordinates; Ensure capacity building and training of staff; Develop job descriptions for subordinates; Implement workplace discipline; Effective management of subordinate’s leaves; Allocation of work; Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan; Provide inputs to the annual spending plans aligned to business plan; Perform a stakeholder analysis for the component and identify their needs – incorporate in business planning process; Develop/review internal work processes (SOPs); and Provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

**ENQUIRIES**

Ms TS Nengwekhulu Tel No: (012) 406 7704

**POST 26/12**

ASSISTANT DIRECTOR: INTERNAL CONTROL

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

National Diploma in Accounting / Cost and Management Accounting / Finance / Internal Auditing with minimum of 3 years’ relevant experience in the field of finance which must include Internal Control and/or Financial Reporting experience as a state Accountant. Completed articles will be an added advantage. PLUS the following key competencies: Knowledge of Auditing/Accounting, Understanding of all applicable financial legislations, policies, practices and procedures, Public Finance Management Act, Treasury Regulations, DoRA, Basic accounting System, Logis, Persal, Standard Charts of Accounts, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Skills: Computer Literacy, Good interpersonal relations and communication skills, Ability to work independently in a highly pressurized environment, Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure, Learning Field: Financial field. Recommendation: It is recommended that the post of Assistant Director: Internal Control be filled for efficient implementation, monitoring and review CFO Branch policies, Coordinate and Compile IFS and AFS, including the preparation and follow up of annexures and work papers etc.

**DUTIES**

Implement, monitor and review CFO branch policies, standard operating procedures, delegations of authority and internal controls, Identify shortcomings in terms of application of process and report on internal control efficiencies with recommendations, Identify potential risks and update branch risk register, Respond to auditors (internal and external) queries, Coordinate and Compile Interim Financial Statements and Annual Financial Statements, including the preparation and follow up of annexures and work papers, Coordinate and compile consolidated monthly, quarterly and annual compliance reports, Provide managerial activities.

**ENQUIRIES**

Ms S Dlamini Tel No: (012) 406 7964

**NOTE**

This post is re-advertised and people who previously applied are encouraged to re-apply.
GOVERNMENT COMMUNICATION 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: 13 July 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 26/13: DEPUTY DIRECTOR: RESEARCH REF NO: 3/1/5/1-18/1
Directorate: Research and Knowledge Management

SALARY: All-inclusive salary package of R697 011 per annum (Level 11)

CENTRE: Pretoria

REQUIREMENTS: Qualification: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/ Political Sciences or Statistics. Experience: Four years public/private sector work experience in the field of research and two (2) years’ experience should be at least at Management level (Assistant Director level). Academic research (full research project including all processes of research) experience will be considered in conjunction with work experience. General managerial and administration experience (related to tasks and human resources). Knowledge: Good general knowledge and interest in current and government affairs. Skills: Must be well-versed in qualitative and quantitative research techniques and procedures, data analysis techniques and interpretation. Proficiency in MS programmes. Proficiency in both verbal and written communication, as well as good proof reading and editing skills. Must have good interpersonal skills and be able to liaise with clients and service providers. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.

DUTIES: Management, planning, coordination and application of research to enhance effectiveness of government communication. Provide research advice and a support service to GCIS and to clients in terms of communication research. Use and/or advice on appropriate qualitative data processes and procedures to explain, understand or interpret situations or people under investigation. Use SPSS and MS Excel programme for quantitative data analysis. Prepare...
research reports (MS Word & MS PowerPoint) using research findings for sharing with relevant stakeholders. Proof read and edit subordinates’ reports prior to finalisation. Professionally liaise with service providers. Provide assistance in general managerial tasks to ensure optimal resource management in the Directorate: Research and Knowledge Management. Work as part of a team in the Directorate and GCIS project teams. The post might require some travelling thus, the successful applicant must be willing to spend nights away from home.

ENQUIRIES : Dr Ntombifuthi Nala, Tel No: (012) 473-0218.
NOTE : Short-listed candidates will be subjected to a competency test using analytical software/analysing qualitative data and report writing. A competency score of 75% will be required for a final shortlisting process.

POST 26/14 : ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT PLATFORMS
REF NO: 3/1/5/1-18/2
Directorate: Research and Knowledge Management

SALARY : Commencing salary of R356 289 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : The candidate must be in possession of appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Information Science or Knowledge Management or related qualifications. Experience: Three (3) years’ relevant experience in the field and 1 year should be experience at salary level 7 or 8, implementing knowledge management programmes. Good understanding of knowledge management platforms such as CoPs and portals. Applicant must have a good working knowledge of MS office and Internet content (records-management systems, preferably MS Sharepoint. Skills: good interpersonal skills, planning, project management, organising, communication (written and spoken). Applicant should have an interest in current affairs and socio-political situation in South Africa. In addition applicant should have good editing and proofreading skills, ability to cope under pressure and keep to deadlines and good understanding of Government’s structures and functions. Previous experience in maintaining websites will be an added advantage.

DUTIES : The successful incumbent will be required to supervise the maintenance and marketing of the knowledge portal. Supervise and sustain knowledge sharing events. Provide information retrieval and supply service. Receive and respond to information enquiries related to government information. Provide training to internal staff on knowledge management policies and procedures.

ENQUIRIES : Ms J Cornelissen. Tel No: (012) 473 0114
NOTE : Shortlisted candidates will be required to undergo a practical test to determine their editing and computer skills. This practical test will be used as a further measure for shortlisting.

POST 26/15 : MULTI-MEDIA DESIGN REF NO: 3/1/5/1-18/3
Directorate: Media Production

SALARY : Commencing salary of R196 407 per annum (Level 06)
CENTRE : Pretoria

REQUIREMENTS : The candidate should be in a possession of a National Diploma (NQF level 6) in Multi-media design, Computer animation, Digital arts, Motion graphic design, Two or Three-dimensional design or related qualification. Experience: Two years relevant experience. The candidate must have good knowledge of various motion graphics and video editing software including Adobe Creative Suite and Final Cut Pro X. Good organisational and communication skills, the ability to work under pressure and meet deadlines, willingness to work overtime, the ability to multi-task and manage priorities in a fast-paced environment. It is expected that the candidate should have the ability to develop creative concepts, be highly motivated with an eye for detail, and ability to work in a team and function independently. The candidate must be proficient in the use of an Apple Macintosh computers.

DUTIES : The successful incumbent will be responsible for liaising with clients on projects, making technical recommendations, developing creative concepts for video productions, creating storyboards, creating multimedia elements/motion graphics in liaison with clients and other team members, keeping up-to-date with technological and software, testing video products for errors and making corrections, obtaining sign-off from clients, archiving of all multi-media products.
ENQUIRIES : Ms Cindy Ludick. Tel No: (012) 473 0048
NOTE : Short-listed candidates will be requested to provide a portfolio of evidence on a Compact Disc or DVD and will as well be subjected to a practical test.

POST 26/16 : SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PAYMENT REF NO: 3/1/5/1-18/4
Directorate: Supply Chain Management

SALARY : Commencing salary: R196 407 per annum (Level 06)
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in a possession of a recognized National Diploma (NQF Level 6) in Public Management/ Administration/ Logistics management/ Public Finance/Purchasing Management or related qualification. Experience: Applicants should have two (2) years relevant experience in the Supply Chain Management environment. Knowledge: Sound knowledge in Supply Chain Management policies, LOGIS, PFMA, Preferential Procurement Regulations, Treasury Regulations and Contract Administration. Competencies and Skills: The candidate should have the ability to work under pressure and willingness to work irregular hours. Be able to work independently and have innovative thinking. Excellent computer skills (MS Word and Excel), excellent communication skills and client service orientated and excellent writing skills.

DUTIES : The successful candidate will be responsible for receiving invoices and statements from suppliers rendering services to GCIS. Ensure distribution of all invoices to the relevant sections in head office and regional offices for signature. Follow up on invoices that were distributed but not received back within stipulated time. Capturing of invoices that comply with prescripts on LOGIS. Ensure that all outstanding invoices are paid according to the specified time or standard. Update the 0-9 file and ensure reconciliation of statements and follow up on invoices outstanding for more than one month. Opening of files for each account (Creditor). Respond to queries and enquiries as received via the SCM enquiry system. Compile statistics on invoices, payments and update expenditure control. Batch control (Filing, retrieval and recording). Submit weekly reports on the status of accounts and work processes. Ensure preparations of Commitments and Accruals for IFS and AFS.

ENQUIRIES : Ms M Ramashi Tel No: (012) 473 0194
ANNEXURE F

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

CLOSING DATE: 13 July 2018 12H00 No late applications will be considered.

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

OTHER POSTS

POST 26/17: MANAGER: PROVINCIAL OFFICE (BRANCH MANAGER) (REF NO: M-PO/FS/2018/06-1P)

SALARY: R697 011 per annum (all inclusive package)

CENTRE: Free State Region (Bloemfontein)

REQUIREMENTS: A Recognized three-year Bachelor’s Degree or equivalent three year qualification (NQF6/ 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years was in a management role. A valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Knowledge of GEPF Services and Products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province (Region) applying for. Knowledge of two indigenous languages spoken in Region. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills.
Supervisory skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES

The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submit all statistics, reports and replies timely and accurately. Inform the Senior Manager about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the Provincial office: Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Pro-actively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRM/MF (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health, Environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that there are effective and timely responses to all enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within the provincial office: Act as a change champion for transformation and communicate, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section Management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes.
and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

**ENQUIRIES**
Ms Thenjiwe Gasa Tel No: 012 319 1304

**FOR ATTENTION**
Ms Thenjiwe Gasa– Recruitment

**NOTE**
One position of Manager: Provincial Office is currently available at the Government Pensions Administration Agency: Free State Region. This position will be filled permanently. Employment Equity target for the post is African, Coloured or Indian female candidates or people with disability. Candidates of the specified groups are encouraged to apply.

**POST 26/18**
MANAGER: PROVINCIAL OFFICE (BRANCH MANAGER) (REF NO: M-PO/LIMP/2018/06-1P)

**SALARY**
R697 011 per annum (all inclusive package)

**CENTRE**
Limpopo Region (Polokwane)

**REQUIREMENTS**
A Recognized three-year Bachelor's Degree or equivalent three year qualification (NQF6/ 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years was in a management role. A valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Knowledge of GEPF Services and Products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province (Region) applying for. Knowledge of two indigenous languages spoken in Region. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills. Supervisory skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

**DUTIES**
The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submit all statistics, reports and replies timely and accurately. Inform the Senior Manager about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the Provincial office: Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Pro-actively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMMFF (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders'
enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office: Act as a change champion for transformation and communicate, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section Management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES: Ms Tumisho Manaka Tel No: 012 319 1075
FOR ATTENTION: Mr Tumisho Manaka – Recruitment
NOTE: A One position of Manager: Provincial Office is currently available at the Government Pensions Administration Agency: Limpopo Region. This position will be filled permanently. Employment Equity target for the post is African, Coloured or Indian female or male candidates or people with disability. Candidates of the specified groups are encouraged to apply.

POST 26/19: MANAGER: FRAUD PREVENTION REF NO: (MFP/2018/6-1P)

SALARY: R697 011 per annum (All-inclusive package)
CENTRE: Pretoria (Head Office)
REQUIREMENTS: A relevant three year degree/national diploma or equivalent three year qualification (NQF6/360 credits) in Fraud Management/relevant environment with at least 6 years’ experience in the fraud management/relevant environment of which three years should be in a management capacity. Applicants whose exposure in fraud awareness are within a pension fund/financial services environment will be an added advantage. Knowledge of applicable legislation in the field of fraud prevention. A valid driver’s license. Computer literacy that include a good working knowledge of Microsoft Office products. Knowledge of Prescribed Regulations and Policies, PFMA, Treasury Regulations of minimum anti-corruption capacity. Knowledge of Corporate Governance (King IV). Knowledge of Public Service Regulations. Knowledge of Ethics & Integrity management framework. Good management skills. Good interpersonal skills. Problem solving skills. Good communication skills (both verbal and written). Assertiveness. Pro-activeness. Team player.

DUTIES: The incumbent will be responsible for a wide variety of tasks which include but not limited to the following- Coordinate information dissemination and awareness campaigns: Organise information sessions and road shows to promote awareness of ethics, fraud, whistle-blowing, etc. within the Department. Identify risks and threats to the department and advise line managers on the department’s capability to counter such threats and measures to be instituted. Liaise regularly with relevant internal and external structures and agencies. Initiate Fraud Awareness campaigns and training. Communicate threats in the appropriate forums. Monitor and implement fraud prevention strategy: Facilitate and conduct Risk and Fraud Awareness
Campaign for GPAA. Monitor monthly fraud statistics, consolidate quarterly and prepare report. Ensure that control measures recommended are being implemented. Report and communicate fraud information and awareness to the relevant stakeholders: Analyse the impact of fraud cases and make appropriate recommendations. Manage fraud hotline queries, calls and resolve escalated queries. Draft the monthly/weekly fraud awareness reports. Promote whistle blowing. Manage the development of fraud prevention policy and strategy: Develop required fraud prevention policies and procedures in line with Enterprise Wide Risk Management Policy. Develop fraud prevention strategy in line with fraud prevention policy. Develop action plans and mitigation plans related to fraud. Manage fraud prevention in the Department: Implement the fraud prevention plan, fraud detection strategy. Evaluate fraud and corruption database for trends analysis and ensure corrective actions. Review controls to avoid recurrence of fraud and corruption and ensure control improvement to prevent and minimize fraud. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

**ENQUIRIES**
Mr Tumisho Manaka Tel No: 012 319 1075

**FOR ATTENTION**
Mr Tumisho Manaka – Recruitment

**NOTE**
One Manager: Fraud Prevention position is currently available at the Government Pensions Administration Agency: Enterprise Wide Risk Management. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian or White female or person with disability. Candidates of the specified groups are encouraged to apply.

**POST 26/20**
**RISK PRACTITIONER (REF NO: RP/EWR-M/2018/06-1P)**

**SALARY**
R356 289 per annum (basic salary)

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
A recognized 3 year tertiary qualification in Risk management or equivalent three year qualification (NQF 6/at least 360 credits) with four (4) years appropriate proven experience in Enterprise Risk/relevant environment. Computer Literacy which include Ms Office (Word processing, Outlook, Powerpoint and Excel). Knowledge/experience in Barn Owl will be an advantage. Knowledge of Risk Management Processes (COSO, ISO 31000). Knowledge of prescribed regulations and policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. Knowledge of Governance (King IV). Good analytical skills. Good communication skills both verbal and written. Good planning and organizing skills. Good problem solving skills. Good interpersonal skills (ability to work with all levels of Management across Business Units). Team player. Approachable and innovative. Assertive. Proactive.

**DUTIES**
The incumbent will be responsible for a wide variety of tasks which include but not limited to the following- Implementation of risk analysis and monitoring: Identify and assess risks. Assist in providing recommendations for the risk management action plan. Implement risk awareness plan. Assist in reviewing risk strategies to be in line with GPAA objectives. Maintain and compile risk register. Conduct risk awareness campaigns. Verify management action plans and make follow ups on the outstanding management action plans. Identify gaps on policies, procedures and legislations and establish mechanisms to alleviate them. Monitor the effectiveness of the Risk committee and risk champions within the GPAA. Implementation of risk compliance: Update the operational risk control matrix on quarterly basis. Compile risk compliance reports on quarterly basis. Compile enterprise risk scorecard report. Implement enterprise risk scorecard. Undertake risk assessments to determine the GPAA’s current risk exposure. Conduct training/risk awareness of employees in the use of risk management tools and techniques. Provide risk assurance on business process. Ensure compliance on risk policy charter. Ensure each business’ strategy incorporates risk management principles.
Monitor the central risk programme (Barn owl). Facilitate training on risk awareness to employees in the use of risk management tools and techniques. Provide risk management services to GPAA: Assist in provision of Risk awareness campaigns to head office and regional offices. Co-facilitate risk awareness programmes with stakeholders. Provide advise with regard to risk related matters. Implement action plans for business units to manage operational risk effectively. Liaise with external and internal auditors. Implement risk mitigation factors to manage risk exposure. Provide administrative support to the Strategic and Operational Risk Management committees (Risk Committee): Prepare and circulate risk committee packs. Compile minutes for operational Risk Management Committee. Make necessary arrangements for Risk team members, Strategic and Operational Risk Management meetings. Assist in the drafting of the reports to be submitted to internal and external stakeholders. Provide report risk rating on a monthly basis.

ENQUIRIES : Mr Tumisho Manaka Tel No: 012 319 1075
FOR ATTENTION : Mr Tumisho Manaka – Recruitment
NOTE : One Risk Practitioner position is currently available at the Government Pensions Administration Agency: Enterprise Wide Risk Management. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian or White female or person with disability. Candidates of the specified groups are encouraged to apply.
ANNEXURE G

GOVERNMENT PRINTING WORKS

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

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

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

CLOSING DATE : 13 July 2018, 12:00 noon.

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 26/21 : DIRECTOR: EQUIPMENT MAINTENANCE REF NO: (GPW18/45)

SALARY : An all-inclusive remuneration package of R948 174 per annum. 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 that may be structured in terms of specific guidelines.

CENTRE REQUIREMENTS : Pretoria

An appropriate degree or equivalent qualification (NQF level 7) in Mechanical / Electrical engineering or related field, Certificate of Competency: Factories (GCC), ECSA Registration, 5-8 years' proven experience in a manufacturing environment, 5 years' experience at middle or senior management level, Proven experience in design, installation, commissioning and maintenance of manufacturing-related equipment. Strong planning, decision making and other administrative skills, Ability to plan, co-ordinate, manage multiple projects, Excellent communication skills, People management, report writing and presentation skills, Project Management qualification and certification will be an added advantage.

DUTIES : Function as Factory/Section Engineer responsible for the maintenance and care of production-related institutional assets, Provide integrated maintenance planning and scheduling, The development and execution of preventative and reactive maintenance strategies, Implementing the required activities to ensure excellent machines conditions, with a minimum production interruption, Driving a long term plan and focus on cost-effective optimisation of plant and equipment availability and reliability, Optimising the availability and reliability.
of equipment using all available resources and strategies to deliver effective predictive and preventative maintenance plans and schedules, Execution and management of subcontractor tasks in support of maintenance services, Managing the maintenance team to achieve the delivery and management of the work scope, Manages and monitors any future expansion plan, Driving a long term plan and focus on cost-effective optimisation of plant and equipment availability and reliability, Manage the operations capital expenditure and maintenance budgets.

**ENQUIRIES**
Mr K Moodley Tel No: (012) 748-6306

**OTHER POSTS**

**POST 26/22**
DIVISIONAL MANAGER: EQUIPMENT MAINTENANCE REF NO: (GPW 18/46)

**SALARY**
An all-inclusive salary package of R826 053 per annum (Level 12)

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent) in Mechanical/Electrical Engineering or related qualification, 5 - 7 years’ experience in a print production / manufacturing engineering environment, 3 - 5 years’ junior / middle-management experience, Highly organized professional, Effective communication, Have a high work ethic integrity, Customer and end user focused, Ability to work under pressure to meet deadlines, Good interpersonal relations.

**DUTIES**
Develop and execute reactive and preventative maintenance activities, Coordinate the sourcing of maintenance and equipment upgrades, Contribute to the design and installation of new printing equipment, Manage the equipment maintenance administration function, Liaise with engineering/technical suppliers Manage staff discipline and resolving disputes, Oversee the effective implementation and monitoring of formal training programmes, Conduct performance appraisal of employees, Maintain and update statistical reports, Adherence to budget and governance matters.

**ENQUIRIES**
Mr K Moodley Tel No: (012) 748-6306

**POST 26/23**
SENIOR PRINTING WORK PLANNER (ESTIMATION) REF NO: (GPW18/47)

**SALARY**
R444 693 per annum (Level 10)

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent) in Operations Management / Costing or similar field plus 3-5 years appropriate estimation experience of which 1 - 2 years must be in a supervisory capacity, Good Interpersonal Skills, Good Analytical Skills, Good Computer Literacy.

**DUTIES**
Manage the printing estimation function and team, Compute cost factors and prepare estimates used for management purposes such as planning, organising and scheduling work, preparing bids and determining cost effectiveness, Track expenses through the life of the job ticket, Confer with management, clients, contractors, and subcontractors on changes and adjustments to cost estimates, Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction, Analyse blueprints and other documentation to prepare time, cost, materials, and labour estimates, Review and update estimates after production, Consult with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues.

**ENQUIRIES**
Mr V Ngobeni Tel No: (012) 748-6390

**POST 26/24**
REGIONAL MANAGER: LIMPOPO STATIONERY WAREHOUSE REF NO: (GPW 18/50)

**SALARY**
R299 709 per annum (Level 08)

**CENTRE**
Limpopo

**REQUIREMENTS**
An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent), 5-7 years’ experience in warehouse and distribution management, 2-3 years’ proven supervisory experience, Good computer literacy in MS Office (Word, Excel and Outlook), Good interpersonal skills.
DUTIES: Manage all activities within the GPW Limpopo regional stationery warehouse by ensuring effective inventory control, sound administration, proper financial management, financial analysis, budgeting and accountability. Establish effective security, stock control and optimum storage conditions. Oversee the inward, outward and reverse logistics. Monitor stock levels in storage and stock rotations that take into account production periods. Ensure all goods are stored securely and safely. Ensure accurate capturing of warehouse transactions on the financial systems, timeous invoicing and adequate record management. Provide management with weekly/monthly reports. Ensure compliance with relevant legal and statutory requirements, e.g. health and safety. Ensure staff development, coaching, mentoring and performance appraisals.

ENQUIRIES: Mr S Rizvi, Tel No: (012) 748-6380

POST 26/25: ARTISAN FOREMAN (CUTTING) REF NO: (GPW18/48)

SALARY: R286 500 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus an appropriate completed apprenticeship and trade test certificate in mechanized/craft binding, 5 years’ post-qualification experience, Good knowledge of guillotines’ binding and packaging equipment and processes, Knowledge of commercial printing processes, Good interpersonal relations, Quantity Conscious, Planning and organizing skills. Grade 12 will be an added advantage.

DUTIES: Responsible for passing of jobs before cutting, Operating and programming of Guillotines, Allocation of jobs to artisans, Perform quality control on all cutting machines, Controlling production on the floor, Supervision of staff, Maintenance of equipment, Ensuring proper record keeping, Collecting and checking time-sheets.

ENQUIRIES: Mr S Letshwiti Tel No: 012 748 6321

POST 26/26: ARTISAN FOREMAN (EQUIPMENT MAINTENANCE) REF NO: (GPW18/49)

SALARY: R286 500 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus an appropriate completed apprenticeship and trade test certificate in Mechanical/Electrical/Electromechanical, 5 years’ post-qualification experience, Good knowledge of printing/binding equipment and processes, Knowledge of commercial printing processes, Good interpersonal relations, Quantity Conscious, Planning and organizing skills. Grade 12 will be an added advantage.

DUTIES: The ensuring of proper maintenance of equipment, Day to day provision of maintenance services, The monitoring and inspection of equipment, Conduct preventive maintenance schedule, Handling spare parts inventory and ordering, Keep proper history documentation for machineries break down, repairs and preventive actions. Report any machine/equipment deficiencies.

ENQUIRIES: Mr R Deppe, Tel No: (012) 748-6312

POST 26/27: ACCOUNTING CLERK REF NO: (GPW 18/51)

SALARY: R196 407 per annum (Level 06)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 with 1 - 2 years' proven relevant experience in accounts receivables, Knowledge of the Public Finance Management Act and Treasury Regulations, Good analytical, administration and organisational skills, Good verbal and written communication, as well as good interpersonal skills, Ability to work under pressure, Computer Proficiency. A 3 year degree/national diploma or equivalent qualification (NQF 6) in financial administration will be an added advantage.

DUTIES: Capture and allocate receipts received, Clear all unallocated payments on debtor’s accounts, Compile documents for refund requests, Reconcile and clear the suspense ageing timeously for review, Investigation and clearing of all credit balances on customer accounts Assist customers on Debtors related enquiries Obtain remittance advices for unallocated payments, allocate payments on a daily basis to correct accounts, Investigate and clearing of all unallocated credit balances on customer accounts on a weekly basis, Issue letters of account reminder for use of unallocated credits, Posting statements
on a monthly basis to customers ensuring that all supporting documents are attached to the statements. Maintain proper records, Attending to audit queries by providing auditors with necessary information required.

**ENQUIRES**  :  Ms B Nogemane – Tel No: (012) 748 6236

**POST 26/28**  :  WAREHOUSE CLERK REF NO: (GPW18/52)

**SALARY**  :  R163 563 per annum (Level 05)

**CENTRE**  :  East London

**REQUIREMENTS**  :  Grade 12 or equivalent and 1-2 years’ administrative experience, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.

**DUTIES**  :  Verify and dispatch stock, Issue and pick stock, Ensure maintenance and control of stock, Conduct daily / weekly / monthly cycle counting, Report stock discrepancies when detected, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper recordkeeping and administration of records, Adhere to Occupational Health and Safety requirements.

**ENQUIRIES**  :  Ms N Ntanta, Tel No: (043) 721-1452
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.

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 Doris Kumalo

CLOSING DATE: 13 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). 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

ERRATUM: kindly note that the post of Director: Investigations Advisory Services with Ref No: Q9/2018/26 advertised in vacancy circular No 25 dated 22 June 2018. NB: Only Females will be considered for the post.

OTHER POST

POST 26/29: SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: Q9/2018/31 X2 POSTS

SALARY: R242 475 per annum (Level 07)

CENTRE: National Office, Pretoria

REQUIREMENTS: A candidate must be in possession of a Senior Certificate plus 3-5 years’ experience in Supply Chain Management and electronic administration of procurement systems (LOGIS). Knowledge of supply chain management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work procedures in terms of the working environment. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPPFA, Treasury Regulations, SCM Practice Notes, Circulars, BBBEE act, and related prescripts. Accounting and Provisioning Administration background required. Skills and competencies, Interpersonal relations, communication (verbal & written skills), job knowledge, flexibility, client focused, team work, Computer skills (SCM systems self-motivated). Applicants must be able to work under pressure, independently and be willing to work extra hours when necessary. Valid Driver’s license is required.

DUTIES: Administer assets management clerical services by overseeing the compilation and maintenance of records. Verifying the issuing of equipment and accessories to component and individuals in need. Identify obsolete equipment for disposal. Verify asset register. Administer demand and acquisition clerical services. Update and maintain suppliers (including
contractor’s database). Ensure that suppliers are captured and registered on the system. Request & receive quotation. 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 conclusion. Administer logistical support services. Receive request for goods from users. Verify received goods from suppliers. Facilitate issue goods to end users. Store goods and update register. Supervise Human Resources/ staff.

ENQUIRIES

Mr M Diale Tel No: (012) 399 0098
It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

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

MANAGEMENT ECHELON

POST 26/30: DIRECTOR: CUSTOMER CARE REF NO: HR 5/1/2/3/107

SALARY: R948 174 – R1 116 918 per annum (All inclusive)

CENTRE: Compensation Fund, Pretoria


DUTIES: Create a high performance service delivery culture. Cultivate internal and external stakeholder relationships. Manage the Directorate

ENQUIRIES: Mr V Mafata Tel No: (012) 319 9495

APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

CLOSING DATE : 13 July 2018 at 16:00

OTHER POSTS

POST 26/31 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)

SALARY : R779 295 per annum (All inclusive)

CENTRE : Labour Centre: Malelane- Ref No: HR4/4/7/40 (X1 Post)
Labour Centre: Tzaneen- Ref No: HR4/6/6/02(X1 Post)


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 8701(Mpumalanga)
Ms TE Maluleke, Tel No: (015) 290 1662 (Limpopo)

APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION : Human Resources Operations, Limpopo.

CLOSING DATE : 16 July 2018 at 16:00

POST 26/32 : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR5/18/05/21

SALARY : R779 295 per annum (All inclusive)

CENTRE : Sheltered Employment Enterprise, Silverton


DUTIES : Manage the implementation of recruitment and selection policy and administer service benefits within the Supported Employment Enterprises. Monitor the implementation and promotion of Employee Health and Wellness Programmes within the Supported Employment Enterprises. Manage and coordinate the implementation of Performance Management system within the Supported Employment Enterprises. Ensure sound Employee Relations in the Supported Employment Enterprises. Implement Human Resource Development strategy within the Supported Employment Enterprises.

ENQUIRIES : Ms. BP Thwala, 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

CLOSING DATE : 16 July 2018 at 16:00
POST 26/33 : DISABILITY MANAGER: OCCUPATIONAL THERAPY REF NO: HR 5/1/2/3/106

SALARY : R769 026 per annum (OSD) Grade 1
CENTRE : Compensation Fund, Pretoria

DUTIES : Develop the Rehabilitation strategy for COID patients and monitor the implementation thereof. Develop/review and manage the Implementation of reintegration and early return to work policy. Establish and maintain high level relationship with various internal and external stakeholders. Develop guidelines and protocols on case management in the Fund. Manage the dispensation of chronic medication to COID patients. Manage all resources in the Sub-directorate.

ENQUIRIES : Dr MP Selepe Tel No: (012) 319 9495
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 13 July 2018 at 16:00

POST 26/34 : DEPUTY DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/105

SALARY : R769 026 per annum (OSD) Grade 1
CENTRE : Compensation Fund, Pretoria

DUTIES : Develop Orthotics and Prosthetics policies and processes for COID. Manage the provision of Medical Orthotics Prosthetics services. Manage and ensure the implementation of quality assurance programmes for Medical Orthotics Prosthetics Services. Manage the promotion and marketing of Medic Orthotic Services in Hospitals and Communities. Manage all resource in the Sub-directorate.

ENQUIRIES : Dr MP Selepe Tel No: (012) 319 9495
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/35: DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/104
SALARY: R657 558 – R774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria
DUTIES: Manage the processing of litigation medical invoices to avoid lawsuits. Manage the coordination of allocation of batches to the provinces. Monitor and provide technical support to provincial processors and medical service providers. Develop guidelines for medical payment and provide advice to the negotiating team. Manage all the resources in the sub-directorate.
ENQUIRIES: Ms D Nkabinde Tel No: (012) 319 9378
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/36: DEPUTY DIRECTOR: IT IMPLEMENTATION REF NO: HR 5/1/2/3/103
SALARY: R657 558 – R774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria
DUTIES: Develop IT system implementation strategies. Manage the Evaluation of the system. Manage the maintenance of the IT system and disposal process. Manage all resources in the Sub-directorate.
ENQUIRIES: Mr JRT Headbush Tel No: (012) 406 5606
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/37: DEPUTY DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/102
SALARY: R657 558 – R774 576 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Develop strategy to enforce compliance with COID Legislation. Plan, develop the conduction of research on COID legislation. Monitor performance and provide technical advice to the provinces. Manage the development of policy and provide technical advice to the relevant Stakeholders. Manage resources of the Directorate Statutory such HR; Financial; Assets etc.

ENQUIRIES: Mr B Ngcobo
Tel No: (012) 319 9378

APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

CLOSING DATE: 13 July 2018 at 16:00

POST 26/38: DEPUTY DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/101

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


DUTIES: Manage the provision of support to Provincial Office. Manage and Coordinate employer audits activities within the Fund. Monitor COIDA compliance rate and facilitate links with relevant units. Manage all resources in the Sub-directorate.

ENQUIRIES: Mr B Ngcobo Tel No: (012) 319 9378
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

CLOSING DATE: 13 July 2018 at 16:00

POST 26/39: DEPUTY DIRECTOR: FRAUD PREVENTION AND INTEGRITY MANAGEMENT REF NO: HR 5/1/2/3/100

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

REQUIREMENTS: A Three year qualification in Forensic Audit/ Forensic Accounting/ Commerce/ Risk Management. 3 years functional experience in fraud management. 2 years supervisory experience. Association of Certified Fraud Examiners (ACFE) Knowledge: Public Service Act. Customer Service (Batho Pele),

**DUTIES:**
Develop fraud and prevention and integrity management framework, policies and procedures. Manage anti-fraud and corruption training programmes. Manage the various fraud detection techniques and Cyber Crime in the Fund. Manage the administration of the anti-fraud hotline within the Fund. Manage all the resources in the unit.

**ENQUIRIES:**
Ms K Lebepe Tel No: (012) 406 5626

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

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

**CLOSING DATE:**
13 July 2018 at 16:00

**POST 26/40:**
DEPUTY DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/99

**SALARY:**
R657 558 – R774 576 per annum (All inclusive)

**CENTRE:**
Compensation Fund, Pretoria

**REQUIREMENTS:**

**DUTIES:**
Monitor the determination and publishing of medical tariffs for COIDA. Manage the loading of COID tariffs and other medical tariffs in the operational system. Manage and ensure technical support to operational system users and oversee training. Develop policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.

**ENQUIRIES:**
Ms D Nkabinde Tel No: (012) 319 9378

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

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

**CLOSING DATE:**
13 July 2018 at 16:00
POST 26/41 : DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/1/53

SALARY : R657 558 per annum (All inclusive)
CENTRE : Provincial Office: East London


ENQUIRIES : Mr. WG Dumalisile, Tel No: (043) 701 3032/38
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London
FOR ATTENTION : Human Resources Management, Eastern Cape
CLOSING DATE : 16 July 2018 at 16:00

POST 26/42 : PSYCHOMETRIST / REGISTRED COUNSELLOR GRADE1 REF NO: HR4/4/8/184

SALARY : R514 476 (OSD)
CENTRE : Labour Centre: Kroonstad

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. SH Malope, Tel No: (056) 215 1812
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein
CLOSING DATE : 16 July 2018 at 16:00

POST 26/43 : ASSISTANT DIRECTOR: SOCIAL SERVICES REF NO: HR 5/1/2/3/98

SALARY : R459 558 per annum (OSD) Grade 1
CENTRE : Compensation Fund, Pretoria

DUTIES: Provide inputs in the development/review of Rehabilitation and Re-integration policy and strategy. Develop social re-integration plans for rehabilitated employees. Provide guidance in conducting psychological assessment for COID beneficiaries. Keep up to date with new developments in the social work field.

ENQUIRIES: Dr MP Selepe Tel No: (012) 319 9495
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/44: ASSISTANT DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/97
SALARY: R459 558 per annum (OSD) Grade 1
CENTRE: Compensation Fund, Pretoria

DUTIES: Provide inputs into development of Orthotics and Prosthetics policies. Coordinate the provision of quality medical Orthotics and Prosthetics services. Facilitate the implementation of quality assurance programmes for Medical Orthotics Prosthetics services. Develop the promotion and marketing plan of Medical Orthotics Prosthetics services in the medical community and social support services. Manage all resource in the Sub-Directorate.

ENQUIRIES: Dr MP Selepe Tel No: (012) 319 9495
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/45: ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 5/1/2/3/98
SALARY: R459 558 per annum (OSD) Grade 1
CENTRE: Compensation Fund, Pretoria

DUTIES: Provide inputs in the development of rehabilitation strategy for COID patients and monitor the implementation thereof. Provide guidance in the implementation of reintegration and early return to work policy. Maintain high level relationships with various internal and external stakeholders. Monitor the dispensation of Chronic medication to COID patients. Manage all resources in the section.

ENQUIRIES: Dr. MP Selepe: Tel No: (012) 319 9495

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

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

CLOSING DATE: 13 July 2018 at 16:00

POST 26/46: ASSISTANT DIRECTOR: OPERATIONS REF NO: HR 4/4/4/06/01

SALARY: R417 552 per annum

CENTRE: Provincial Office: Gauteng stationed at Labour Centre: Germiston


DUTIES: Manage employers’ declarations and maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for Beneficiary Services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the Business Unit. Manage resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES: Mr. BJ Dingaan, Tel No: (011) 853 0300

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

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

CLOSING DATE: 16 July 2018 at 16:00

POST 26/47: ASSISTANT DIRECTOR: CAREER COUNSELLOR REF NO: HR 4/4/7/39

SALARY: R417 552 per annum

CENTRE: Labour Centre: Ermelo

REQUIREMENTS: Post-graduate qualification in Psychology or Master Degree. Registration with the HPCSA as Counselling Psychologist. Two years supervisory experience. Two years functional experience in employment/career counselling. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Psychometric assessment, Recruitment and selection, Employment counselling, ILO Conventions, UN Rules and Convention on people with Disabilities, Basic research, Health Professions Act and ethical regulations, Employment Services Bill, Public Service Regulations,

DUTIES:
- Develop and implement Career Guidance programmes for the work-seekers.

ENQUIRIES:
Ms. L Mashego, Tel No: (017) 819 7632

APPLICATIONS:
Deputy Director: Labour Centre Operations, Private Bag X 9054, Ermelo, 2350 or hand deliver at Merino Building, Cnr of De Jager & Joubert Street

FOR ATTENTION:

CLOSING DATE:
16 July 2018 at 16:00

POST 26/48: CHIEF ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/95 (X2 POSTS)

SALARY:
R414 069 per annum (OSD) Grade 1

CENTRE:
Compensation Fund, Pretoria

REQUIREMENTS:

DUTIES:
- Enforce compliance with regards to COIDA guidelines. Establish and maintain relationships and protocols with orthotics and prosthetics institutions across the country. Provide support and guidance on the utilization of devices.

ENQUIRIES:
Dr. MP Selepe: Tel No: (012) 319 9495

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

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

CLOSING DATE:
13 July 2018 at 16:00

POST 26/49: ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/94

SALARY:
R334 545 – R394 065 per annum

CENTRE:
Compensation Fund, Pretoria

REQUIREMENTS:

DUTIES:
- Coordinate the processing of litigation medical invoices to avoid lawsuits. Coordinate the allocation of batches to the provinces. Provide technical support to provincial processors and medical service providers. Consolidate inputs in developments of guidelines for medical payments. Manage all the resources in the sub-directorate.

ENQUIRIES:
Ms D Nkabinde Tel No: (012) 319 9378
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

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

CLOSING DATE: 13 July 2018 at 16:00

POST 26/50: ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/23/93 (X2 POSTS)

SALARY: R334 545 – R394 065 per annum

CENTRE: Compensation Fund, Pretoria


DUTIES: Manage the provision of support to Provincial Office. Manage and Coordinate employer audits activities within the fund. Manage and participate in employer compliance policy development and review across the fund and other Stakeholders. Manage all resources in the Sub-directorate.

ENQUIRIES: Mr B Ngcobo Tel No: (012) 319 9378

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

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

CLOSING DATE: 13 July 2018 at 16:00

POST 26/51: ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/23/92 (X4 POSTS)

SALARY: R334 545 – R394 065 per annum

CENTRE: Compensation Fund, Pretoria


DUTIES: Implement strategies to enforce compliance with COID Legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder’s e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.

ENQUIRIES: Mr B Ngcobo Tel No: (012) 319 9378

APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
| FOR ATTENTION | Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund. |
| CLOSING DATE | 13 July 2018 at 16:00 |
| POST 26/52 | ASSISTANT DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/91 |
| SALARY | R334 545 – R394 065 per annum |
| CENTRE | Compensation Fund, Pretoria |
| DUTIES | Determine the publishing of medical tariffs for COIDA. Monitor and implement the systematic recording of COID tariffs and other medical tariffs. Provide technical support to operational system users and oversee training. Monitor and implement policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate. |
| ENQUIRIES | Ms D Nkabinde Tel No: (012) 319 9378 |
| APPLICATIONS | Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building |
| FOR ATTENTION | Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund. |
| CLOSING DATE | 13 July 2018 at 16:00 |
| POST 26/53 | ASSISTANT DIRECTOR: SCSF PROGRAMS REF NO: HR 5/1/2/3/90 (X2 POSTS) |
| SALARY | R334 545 – R394 065 per annum |
| CENTRE | Compensation Fund, Pretoria |
| DUTIES | Coordinate and analyse of proposal application of funds. Coordinate funded projects to ensure compliance with the requirements of the Department. Provide secretariat support service to the strengthening Civil Society Committee Fund (SCSC). |
| ENQUIRIES | Ms P Sihlangu Tel No: (012) 319 9120 |
| APPLICATIONS | Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building |
| FOR ATTENTION | Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund. |
| CLOSING DATE | 13 July 2018 at 16:00 |
POST 26/54 : ASSISTANT DIRECTOR: PRIVATE EMPLOYER REF NO: HR 5/1/2/3/89

SALARY : R334 545 – R394 065 per annum  
CENTRE : Compensation Fund, Pretoria  
DUTIES : Coordinate the payment of compensation benefits. Facilitate the provision of the operational and technical support to provincial offices and processing labour centres. Provide inputs in the development/reviewing of COID policies strategies, guidelines and plans.  
ENQUIRIES : Ms P Sihlangu Tel No: (012) 319 9120  
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building  
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.  
CLOSING DATE : 13 July 2018 at 16:00  

POST 29/55 : ASSISTANT DIRECTOR: ADMIN COST REF NO: HR 5/1/2/3/88

SALARY : R334 545 – R394 065 per annum  
CENTRE : Compensation Fund, Pretoria  
DUTIES : Manage the administration of administrative costs. Coordinate the administration of increased compensation due to negligence of employer (section 56). Coordinate the submission pensioner from exempted municipalities for determination of capitalised values of pensions and securities (section 31). Coordinate adhoc actuarial work for the Directorate.  
ENQUIRIES : Ms P Sihlangu Tel No: (012) 319 9120  
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building  
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.  
CLOSING DATE : 13 July 2018 at 16:00  

POST 26/56 : ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: HR 5/1/2/3/87

SALARY : R334 545 – R394 065 per annum  
CENTRE : Compensation Fund, Pretoria  
REQUIREMENTS : A Three year qualification in Financial Management or Accounting. 3 years’ supervisory experience in Debt Collection Management environment as an Accountant/ State Accountant level in debt management environment.

DUTIES: Monitor the collection of outstanding employers contributions accounts. Maintain debtors accounts. Monitor compliance to debt collection policy and debt collection legislation compliance. Manage all the resources in the sub-directorate

ENQUIRIES: Mr M G Molotsi Tel No: (012) 319 9226
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/57: ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/86

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

DUTIES: Implement the fraud investigation policy, strategy and procedure within the Fund. Coordinate the execution of Fraud Investigation Plans. Conduct analyses on cases received. Supervision of staff.
ENQUIRIES: Mr J Ngapo Tel No: (012) 313 6339
APPLICATIONS: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE: 13 July 2018 at 16:00
POST 26/58: ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/5/41

SALARY: R334 545 per annum
CENTRE: Provincial Office: KwaZulu-Natal
**DUTIES**: Provide input and implement policies pertaining to licensing of Provincial vehicles. Monitor licensing disc and tracking system disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to the relevant traffic department. Provide support and oversee the procurement and operation of the subsidized motor transport scheme. Manage all resources of the Division.

**ENQUIRIES**: Mr EM Khambula, Tel No: (031) 366 2203

**APPLICATIONS**: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, KwaZulu-Natal.

**CLOSING DATE**: 16 July 2018 at 16:00

**POST 26/59**: ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR 4/10/199

**SALARY**: R334 545 per annum

**CENTRE**: Provincial Office: Western Cape


**DUTIES**: Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes.

**ENQUIRIES**: Ms Z Maimane, Tel No: (021) 441 8125

**APPLICATIONS**: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION**: Sub-Directorate: Human Resources Management, Western Cape.

**CLOSING DATE**: 16 July 2018 at 16:00

**POST 26/60**: SAP ANALYST REF NO: HR4/18/07/01HO

**SALARY**: R334 545 per annum

**CENTRE**: Chief Directorate: Information Communication Technology


**DUTIES**: Document and develop technical design for SAP solutions. Analyse, specify and configure SAP Business Objects Module. Provide support and maintenance of SAP applications.

**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

**CLOSING DATE**: 16 July 2018 at 16:00
POST 26/61: SENIOR INTERNAL AUDITOR REF NO: HR 4/18/07/12HO (X2 POSTS)
Directorate: Internal Auditor

SALARY: R281 418 per annum
CENTRE: Head Office

DUTIES: Plan allocated audit assignment. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Labour. Supervise the resources in the section.

ENQUIRIES: Ms. Q Masela, Tel No: (012) 309 4630
Ms. A Mkhonto, Tel No: (012) 309 4804
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
CLOSING DATE: 16 July 2018 at 16:00

POST 26/62: DISABILITY MANAGER: (OCCUPATIONAL THERAPIST) REF NO: HR 4/4/7/80

SALARY: (OSD) Determination
CENTRE: Provincial Office: Eastern Cape

DUTIES: Manage early return to work and community re-integration programmes. Participate in the development / review of rehabilitation strategy, policies and protocols in accordance with the nation legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES: Mr. WC Mafu, Tel No: (043) 702 7500
APPLICATIONS: Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London
FOR ATTENTION: Human Resources Management, Eastern Cape
CLOSING DATE: 16 July 2018 at 16:00
APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trewenna Campus, corner Mentjies and Francis Baard Street, former Schoeman.

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 20 July 2018

NOTE: 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 26/63: ASSISTANT DIRECTOR: SLP REF NO: DMR/18/0006

SALARY: R444 693 per annum Level 10

CENTRE: Limpopo Regional Office, Polokwane

REQUIREMENTS: A recognised, appropriate Bachelor's degree in Social Science Development, Economics, Social Science, Industrial Science OR equivalent qualification coupled with a minimum of 3 years relevant experience PLUS the following key competencies: Knowledge: Mineral and Petroleum Resources Development Act 2002 (Act 28 2002) and Mining Charter Employment Equity Act, 1998, Skills Development Act, 1998, Labour Relations Act, 1995 Human Resource Development and Socio Economic Development; Knowledge of managing downscaling General administration within the public service; Skills: Negotiation and conflict resolution, Sound interpersonal and management leadership, Computer literacy, Sound written and verbal communication, Ability to work as part of a team as well as independently, Ability to interpret and analyse legislation, Good organisational and Ability to work under pressure; Communication: Ability to interact with persons on various levels, Sound report writing skills and Presentation skills; Creativity: A creative, assertive and confident approach. Ability to analyse problems, Recommend innovatively corrective actions to exert vision and foresight in dynamics of Social and Labour Plan, Innovative, self driven and independent person; Valid Driver's licence. Ability to work under pressure and beyond official hours.

DUTIES: Adjudicate the Social and Labour Plans. To ensure the implementation, co – ordination and monitoring of the local economic development programmes as captured in the accepted Social and Labour Plans. To ensure the implementation and monitoring of skills development in the Mining industry. To ensure effective management of downscaling and retrenchments. To provide information services regarding Social and Labour Plan issues to the Department and interested and affected parties. To co–ordinate and review annual reports submitted by mines. To conduct annual inspections in the mines. Liaise with organisation of state, interested and affected parties.

ENQUIRIES: Ms N Dlamini 015 287 4704

NOTE: Applicants without a driver’s licence will not be considered. Coloureds, Indians a well as people living with disabilities are encouraged to apply.
POST 26/64: ASSISTANT DIRECTOR: SYSTEMS APPLICATIONS REF NO: DMR/18/0007 (X2 POSTS)

SALARY: R444 693 per annum Level 10
CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate Degree \ National Diploma in Information Technology\Computer Science. A minimum of 3 years Software Development experience is required. Knowledge and experience of .net or JAVA is required. Enterprise/Solution\technical Architecture exposure will be advantage PLUS the following key competencies: Knowledge: .net (ASP, MVC, HTML, CSS, Javascript) WebSite content management EDMS (i.e. Sharepoint) Database design (i.e. MS SQL), GIS System Analysis Tools and techniques, SDLC, Application Testing, Solution Design techniques Skills: Analytical skills, Programming Skills, Interpersonal skills, Training skills, Workshop facilitation skills, Problem Solving skills, Team Working; Project Management, Research skills, People Management skills; Creativity: Ability to organize and prioritise/initiate work activities/gather information/perform well under pressure/learn quickly and be innovative.

DUTIES: Development experience in multiple languages including Java, JavaScript, RESTful web services, .net and forth generation languages. Participate in planning, definition, and high-level design of the solution. and explore solution alternatives. Identify and maximise opportunities to use information technology to improve services. Investigate, analyse and develop Departmental processes and systems. Co-ordinate/ facilitate user acceptance testing and training workshops. Introduction of modern technologies for system improvements. Implement information security protocols and regulation.

ENQUIRIES: Mr Kgoroshi Malefo 012 444 3086
NOTE: Shortlisted candidates will be required to write a competency test. Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 26/65: SYSTEMS APPLICATION DEVELOPER REF NO: DMR/18/0008

SALARY: R242 475 per annum Level 07
CENTRE: Head Office; Pretoria
REQUIREMENTS: An appropriate Bachelor's Degree \ National Diploma in Information Technology, Programming and System Analysis experience plus the following key competencies coupled with: Knowledge and experience of .net or JAVA is required. ESRI GIS and Magic Software development will be an added advantage. PLUS the following key competencies: Knowledge: SQL, .net (ASP, MVC, HTML, CSS, Javascript) GIS, System Analysis Tools and techniques, SDLC, Application Testing; Skills: Analytical skills, interpersonal skills, Prioritisation skills, Problem Solving skills Team Working; Project Management, Research skills Communication: Good verbal and written communication skills, Ability to communicate at all levels; Creativity: Ability to organize and prioritise/initiate work activities/gather Information/perform well under pressure/learn quickly and be Innovative; Other: Self driven, strong work ethic, reliable, honest and a positive attitude.


ENQUIRIES: Mr Kgoroshi Malefo 012 444 3086
NOTE: Shortlisted candidates will be required to write a competency test. Coloureds, Indians as well as people living with disabilities are encouraged to apply.
ANNEXURE K

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below.

CLOSING DATE : 13 July 2018 at 12:00

NOTE : Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. No late applications will be accepted. 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right to fill or not fill the below-mentioned posts. Successful candidates will be appointed on probation for the period of twelve (12) months ito the prescribed rules.

MANAGEMENT ECHELON

POST 26/66 : DIRECTOR: THEMATIC ANALYSIS REF NO: S029/2018

Division: International and Regional Economic Policy (IREP)

Purpose: Strengthen the National Treasury’s grasps of key themes in contemporary international debates pertaining to research of international political economy dimensions against the backdrop of domestic concerns.

SALARY : R948 174 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Degree in Economics / Political Science or equivalent (NQF level 7) as recognised by SAQA. A minimum 5 years’ experience obtained at a middle management level within government, at a reputable financial and/ or development institution, Knowledge of international thematic analysis of information, Knowledge of benchmarking and research methodologies.

DUTIES : Stakeholder Engagement Management: Develop key fundamentals pertaining to briefing materials on stakeholders containing summary assessments of thematic analysis for exploration, Coordinate relationship management between key internal and external stakeholders relate to key competencies in the thematic environment, Manages Deputy Directors and Economists to deliver on the output required by the directorate and the broader Chief Directorate, Engage stakeholders on commodities, energy and climate finance; capital market development, public debt management and debt sustainability; and transformative infrastructure projects Policy Analysis: Identify key analytical and political concerns and debates with respect to key thematic areas and how realised within international/ multilateral and bilateral policy discussions, Address actions/ responses and recommend strategic action plans on the national arena informed by detailed analysis of the domestic concerns, Analyse key deliverables for output and integration into key policy development initiatives Research and Development: Initiate research focusing on international and regional economic policy matters determined through analytical output on perspectives issues promoted by countries and their reasons, Respond to requests poses by domestic policy developers’ in respect of international thematic debates and priorities, Provide support to internal stakeholders through issuance of analytical reports of key themes focus areas and interest in multilateral policy discussion Thematic Analysis of Information: Initiate the thematic analysis and understanding of information for utilisation within the international partnership for greater understanding of countries, Differentiate between international political economy dimensions against the backdrop of domestic concerns and potential
solutions, Provide a strong support base in the development and understanding of key themes in the international debates.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.irep@treasury.gov.za.

POST 26/67 : DIRECTOR: REGULATORY AUDIT REF NO: S025/2018
Division: Office of the Director-General (ODG)
Purpose: Strategically manage the Regularity Audit operations for NT, ASB, CBDA and GTAC and alignment with the Internal Audit strategy.

SALARY : R948 174 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree in Accounting/ Internal Auditing or equivalent (NQF Level 7) as recognised by SAQA, A Certified Internal Auditor certification (CIA) will be an added advantage, A minimum 5 years’ audit experience obtained at a middle management level pertaining to knowledge of Internal Audit and Internal Audit Fundamentals and Principles.

DUTIES : Strategic leadership and stakeholder management: Raise awareness of the Internal Audit division with specific emphasis on Regularity Audit through stakeholder engagement, Providing strategic support to the Chief Audit Executive that will contribute to the Units output, Provide recommendations on amendments to the Internal Audit Charter, Develop plans and guidelines to inform strategic and operational activities, Liaise, co-ordinate, establish and maintain good relations with internal and external stakeholders on audit related matters, Initiate initiatives or recommendations received by the Audit Committee Audit Process - Risk assessment, audit plan, assurance and consulting services: Accountable for Regularity Audits and perform quality assurance, Review annual risk assessment, Develop and align the 3 year rolling strategic audit plan and detailed annual Regularity Audit plan based on the strategic and operational Regularity risks, Provide clear direction and advice on Regularity Audits to be conducted and propose solutions for challenging technical related problems, Proper coordination of the Regularity Audit plan, Provide professional advice in terms of operations, implementing the relevant strategy and considering the organisational impact, Overall accountability for all Regularity Audits conducted as well as for the findings register, Overall accountability for the quality of Regularity Audit projects, Final quality assurance of all Regularity Audit reports before submitting to the Chief Audit Executive, Providing feedback and clarification to the audit committee relating to Regularity Audit reports, control and technology related matters Resource management: Manage and develop Regularity Audit managers to ensure effective and efficient delivery and overall achievement of Regularity Audit objectives, Review and approve training plan for Regularity Audit to develop and retain capacity, Ensure coordination and prioritisation of resources across Regularity audit projects, Provide input into the annual budget as well as the annual budget adjustments Process improvements and research: Analyse and make recommendations to improve policies, procedures, processes, measurements and expenditure, Keep abreast of global trends, new developments in the Regularity audit environment and emerging technologies, Develop a sustainable Regularity Audit Strategy, Regularity Audit Methodology and Resource Plan to ensure continuity Regularity Audit services Management reporting: Conduct quality assurance to ensure proper reporting standards, Review audit committee pack deliverables and provide inputs into the development of the audit committee packs, Present Regularity Audit reports to the Audit Committee, Take accountability for the resolution of problems, Conduct continuous monitoring and evaluation of the progress against the approved Regularity Audit plan.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to Recruit.Odgia@treasury.gov.za.

POST 26/68 : DIRECTOR: TRANSPORT REF NO: S023/2018
Division: Public Finance (PF)
Purpose: To provide technical and administrative support in the utilisation of public funds by the Department of Transport and on improved policy, planning, budgeting and service delivery, whilst monitoring and evaluating financial management and service delivery in compliance with the PFMA.
SALARY : R948 174 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum 5 years’ experience obtained at a middle management level in public finance management, budget analysis, financial management, A Degree in the Economics / Public Finance / Public Administration or equivalent as recognised by SAQA, Knowledge and experience of financial analysis and information dissemination, Knowledge and experience of the policy and legislative framework on Transport, Knowledge and understanding of the PFMA and other relevant legislature.
DUTIES : Policy Analysis: Provide advice pertaining to the Minister of Finance and National Treasury on technical and strategic matters related to the Department of Transport, Advise on financial and other implications of existing and new policies impacting the transport sector, Contribute to policy discussion and analysis for improved service delivery, Initiate research in the understanding and dissemination of policy, public investment and service delivery in the relevant sectors
Expenditure and Performance Monitoring: Provide technical reports in the provision of advice to senior stakeholders within the Ministry of Finance and National Treasury on sector or departmental expenditure and service delivery analysis, Ensure compliance with the Public Finance Management Act (PFMA) and Treasury Regulations and advice on remedial actions for the Transport department and its related public entities, Perform expenditure analysis on behalf of the Selection Committee on Appropriations, Budget and Financial Analysis: Advice on the appropriate preparation of budgets and budgetary documentation, Analyse budgetary submissions and reports to MTEC and MinComBud on requests for funds or changes to allocations, Coordinate budget discussions pertaining to MTEC inputs, Medium Term Budget Policy Statement inputs, drafting of Estimates of National Expenditure and input into Budget Review and Budget speech, Facilitate all adjustment budget discussions, i.e. Recommendations on rollovers, unforeseen and unavoidable expenditure and Adjusted Estimate of National Expenditure, Attend the Capital Budgets Committee and other forums relating to infrastructure development, on behalf of the National Treasury Programme Management Support: Advise on the implementation of projects and programmes in the transport sector, Co-ordinate views and inputs for implementation of projects and programmes, Share relevant information and facilitate knowledge management initiatives for improved service delivery.
ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za.

POST 26/69 : DIRECTOR: HEALTH REF NO: S022/2018
Division: Public Finance (PF)
Purpose: To co-ordinate and strategically monitor the health sector in the development of financial planning and budgeting, financial management, expenditure and support of service delivery initiatives for policy development and implementation, impacting both the national and provincial government sphere.
SALARY : R948 174 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A degree in health economics, public health or other relevant fields (NQF Level 7) as recognised by SAQA, A postgraduate degree is an added advantage, At least 5 years’ middle management experience in strategic management, including management of policy processes and project management, In-depth knowledge of Health policy development and implementation, Experience in health economics and financing, public health, health sector management, Strong quantitative analytic skills, including spreadsheets and databases, Detailed knowledge of the South African public finance terrain, especially intergovernmental fiscal relations, government policy processes, budget processes and financial management, Public health, health economics and management.
DUTIES : Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impact on departmental and provincial treasury level and implement relevant policy initiatives, Review the annual
budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process and escalate to stakeholders Budget analysis and financial planning: Provide strategic direction in government sectoral financing, financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Plan and provide inputs in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Create a platform for budget reform and the development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning Financial management, expenditure and service delivery: Develop reporting systems and databases, Oversee the implementation of the Public Management Act, Advise and monitor the implementation and interpretation of the Treasury Regulations Policy analysis and implementation: Analysis of policies and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za.

POST 26/70: DIRECTOR: TRADE AND INDUSTRY REF NO: S021/2018
Division: Public Finance (PF)
Purpose: To manage staff, address qualitative and quantitative public finance arrangements, analyse policies and strategies, provide advice to departments and other stakeholders; participate in National Treasury decision-making.

SALARY: R948 174 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum 5 years’ experience at a middle management level in: strategic management, including management of policy processes and project management, In-depth knowledge of policy development and implementation, A Degree in the Economic Sciences, Development Studies or the Social Sciences as recognised by SAQA, Detailed knowledge of: The South African public finance, fiscal relations, government policy processes, budget processes and financial management.

DUTIES: Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and address public finance arrangements; direct financial plans; assist with policy formulation and strategy development, Direct the annual budget process, address department finance matters and build sound processes, Maintain sound relationships with stakeholders in the sectors and pursue a process of modernisation and reform, Communicate trends and processes for implementation in annual budget process and engage with stakeholders Budget analysis and financial planning: Provide advice and strategic direction in public finance and budget processes, Analyse submissions to the budget process; draft budget documents (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure), Plan, implement, monitor and evaluate budget matters, Address budget reform and the development of three-year budgets (MTEF) cycle, service delivery indicators Compliance, expenditure and service delivery: Develop reporting systems and verify databases, Advise on compliance with the Public Finance Management Act and National Treasury regulations, Address service delivery performance relating to government plans and strategies Policy analysis and implementation, Analyse department policies and strategies and provide advice to stakeholders, Conduct policy research, Draft reports and documents, Initiate areas for policy analysis, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Address investment policy and strategy matters.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za.
The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

CLOSING DATE: 13 July 2018

NOTE: Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

POST 26/71: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: (ACQUISITION AND LOGISTIC) REF NO: 2018/159/OCJ

SALARY: R697 011 – R821 052 per annum (all-inclusive package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office (Midrand)

REQUIREMENTS: Grade 12 and a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management or equivalent; Minimum of 5 (five) years working experience in a Financial environment (Supply Chain Management) of which least three (3) years must be at supervisory level (ASD) management level; A valid driver’s license; Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts; In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS. Skills and Competencies: Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently; Must be able to analyse and interpret financial information (numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Excellent Written and Verbal Communication Skills; Good interpersonal relations; Must be able to handle customers, interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel, PowerPoint and MS Outlook).

DUTIES: Responsible for the supply chain management processes of the organization (acquisition to Logistic management) by mean of monitoring and reporting; Monitor and managing contracts; Monitor and ensure timeous processing of payments to suppliers; Monitor vendor performance as well rotation of suppliers; Effective management of accruals (claims), commitments (outstanding orders), inventory, issues from the warehouse and transit; Preparation of disclosure notes to the Financial Statements that include the following Accruals of orders issued financial commitments of contracts and orders; Compilation, implementation and reporting on the operational and risk plans related to supply chain management; Continuously evaluate cost-efficient of the Supply Chain Management control process and initiate improvement; Monitor, ensure and formalize customization of SCM policies and procedures to suit the needs of the organization; Management of logistics.
and stores management services; Responding to Parliamentary questions within the required timeframes; Attending to Supply Chain Management audit queries; Provide an ongoing basis support services to the organization and the Courts as well supply chain advisory; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff; Maintaining and reporting of noncompliance in SCM as well updating the register on irregular, fruitless and wasteful expenditure; Maintaining and reporting of deviations as well updating the register on deviations; Deal with queries relating to processing of requisitions and orders within the SCM process; Monitor and ensure effective sufficient system related to SCM are implemented in the organization; Supervise the Demand section as and when required.

ENQUIRIES: Ms L Mothemane Tel No: (010) 493 2500
APPLICATIONS: National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand

POST 26/72: SENIOR LAW RESEARCHER REF NO: 2018/158/OCJ

SALARY: R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Supreme Court Of Appeal: Bloemfontein
REQUIREMENTS: Grade 12 and an LLB Degree or equivalent qualification; 3 years’ appropriate legal work research experience; 1 to 3 years supervisory experience would be an added advantage; A valid driver’s licence; Knowledge of the South African Constitutional and Judicial Framework and an understating of the functioning of the Superior and Lower Court Systems; proven ability to draft documents and legal instruments; Experience in electronic (legal data bases) research; Skills and competencies: Planning skills; Supervisory skills; Fluency in written and spoken English.

DUTIES: Conduct legal research for Judges of the court as directed from time-to-time; Supervise and co-ordinate the work of researchers and library staff; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191
APPLICATIONS: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets
ANNEXURE M

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za. Please note that from 26 June 2018 our new address will be Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria. All hand-delivery applications should be brought to our new address from 01 July 2018.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 20 July 2018 at 15:45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that late applications will not be accepted. 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. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 26/73: PROVINCIAL DIRECTOR: KWAZULU-NATAL REF NO: PD/KZN/06/2018

SALARY: All inclusive remuneration package of R948 174 – R1 111 918 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: KwaZulu-Natal Provincial Office, Pietermaritzburg

REQUIREMENTS: A recognised Bachelor’s Degree (NQF level 7) or equivalent qualification in Human Resource Management, Public Management/Administration, Law or Social Sciences. 5 years’ relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyse, summarise and comment on current debates in public administration. Experience in project management and report writing. Good Communication and Presentation Skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Suite e.g. Excel, Word and PowerPoint. A valid driver’s license.

DUTIES: Conduct Research, Monitoring and Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high
standard of Professional Ethics in the Public Service. Investigate grievances and complaints and make recommendations to the Public Service Commission. Advice the PSC on any matter regarding the execution of its mandate and performance of its function in the KwaZulu-Natal Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the KwaZulu-Natal Province. Submit contributions on the PSC’s work in the KwaZulu-Natal Provincial Office for inclusion in the Annual Report.

ENQUIRIES: Mr M Malatsi Tel No: (012) 352 1073

OTHER POST

POST 26/74: STATE ADMINISTRATION OFFICER: PUBLIC SERVICE COMMISSION
REF NO: SAO/PSCS/06/2018

SALARY: R242 475 – R285 630 per annum (Level 07) (excluding benefits)
CENTRE: National Office, Pretoria
REQUIREMENTS: A 3 year post school qualification National Diploma (NQF Level 6) in Public Administration/Public Management or social sciences degree. At least five years’ experience in the Public Service, of which at least three must involve providing a support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Advanced Computer Literacy. Proven experience of budget management/controlling expenditure. A thorough understanding of government administration. Valid code 08 driver’s licence. Ability to work both independently and as part of a team.

DUTIES: Maintaining an effective and efficient administrative support system for the Chief Directorate and D: Litigation and Legal Services. Providing administrative and logistical support to governance events, meetings and workshops of the PSC. Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted evidence against reported progress for reliability, relevance and accuracy. Coordinating and processing of PSC travel requests and expenditure. Monitoring and tracking expenditure within the authority of the Programme Manager.

ENQUIRIES: Ms LC Viviers Tel No: (012) 352 1145
ANNEXURE N

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

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

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 13 July 2018 @ 12:00 pm

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

MANAGEMENT ECHELON

POST 26/75: SENIOR SECTOR EXPERT: NATIONAL PLANNING REF NO: 068/2018

NPC Secretariat

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

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification in Development Planning and/or Town and Regional Planning (NQF 7) and/or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies/Skills: A good understanding of government policies and planning landscape, spatial, social, economic, governance, environment and related areas. The ideal candidate should have the following skills: strong analytical and writing skills; planning,
coordination, stakeholder management and sound interpersonal skills. Should produce good quality of work, be reliable and take initiative. Should have good communication skills, be flexible and have the ability to work in teams. Planning, execution and leadership skills; and the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client-orientated and customer focused, solution-orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality, ability to work with diversity and multi-disciplinary teams. Must have a valid driver’s licence and be prepared to travel frequently.

**DUTIES**: The successful candidate will be responsible for providing technical support to National Planning Commission, coordinating, facilitating and convening of different stakeholder engagements and leading processes of drafting plans in different areas and sectors. This entails planning and organizing programs and activities as well as carry out important operational duties, related to planning and policy relevant-research. Maintain budget and track expenditures/transactions. Build positive relations within the team and external parties and schedule and organize meetings/events and develop agenda for NPC work engagement. Ensure technology is used correctly for all operations; Prepare required documents and reports; draft policy briefs, conceptual frameworks as well as project briefs with regard to NPC work programme, and keep updated records. Engage government officials and other partners in the planning, implementation and development of programme(s)/project(s).

**ENQUIRIES**: Mr N Nomlala, Tel No: (012) 312-0452.
ANNEXURE O

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS

Please forward your application, quoting reference, addressed to: The Chief Director: Human Resource, Security and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.

CLOSING DATE

16 July 2018

NOTE

Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post.

OTHER POST

POST 26/76

DEPUTY DIRECTOR: LABOUR RELATIONS AND DISCIPLINE MANAGEMENT REF: DPSA18/007

Purpose: To coordinate and provide support in the management of grievances and discipline in the public service.

SALARY

An all-inclusive remuneration package of R826 053 per annum (Level 12). Annual progression up to maximum salary of R973 047 is possible, subject to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE

Pretoria

REQUIREMENTS

An appropriate B Degree or equivalent qualification in Labour Relations (at NQF level 7). A legal qualification will be an added advantage, at least 5 years' appropriate experience in Labour Relations environment. Proven experience in managerial support and skills in decision-making, negotiation skills, written and verbal communication skills, conflict management, teamwork, financial management, good interpersonal relations, people management, analytical and strategic management skills. Experience in Labour Law, Labour Relations and Collective Bargaining. Knowledge of Public Service Act, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, Directives and Circulars, Determinations issued in terms of the Public Service Act or any Resolutions of Council.

DUTIES

Building and enhancing labour relations capacity in the public service. Coordinate the management of discipline and grievances in the public service. Monitoring and reporting on labour relations policies and practices. Development of labour relations policies. Enhancing the resolution of
disciplinary disputes in the public service. Manage communication and correspondence with internal and external clients. Draft correspondence (letters, reports, memoranda and submissions). Identify and receive cases from Departments and Provinces. Provide advice and participate in the task team meetings for the public service. Monitor and evaluate compliance by Departments and Provinces with labour relations policies and compile reports. Study referrals, provide advice and opinions and conduct research.

ENQUIRIES: Mr. Percy Tshabane, Tel No: 012 336 1491.

NOTE: All short-listed candidates for the post will be subjected to a technical exercise that intend 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 annual performance agreements, submit annual financial disclosures, undergo security clearance and abide by public service legislation and prescripts.
ANNEXURE P

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: Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. 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.

CLOSING DATE: 13 July 2018 at 16:00

NOTE: DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. 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/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 26/77: CHIEF DIRECTOR: LEGAL AND LEGISLATION DEVELOPMENT (REF NO: 3/2/1/2018/226)

Chief Directorate: Legal and Legislation Development

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

CENTRE: Pretoria

REQUIREMENTS: Bachelor of Law Degree/LLB Degree or equivalent (NQF Level 7) and admission as Attorney or Advocate. 5 years of experience in senior managerial level. Job related knowledge: Understanding of legislation research and development methodologies; Legislation and analysis methods; Government legislation; Research methodologies; SA Law, particularly land reform law, property law and civil procedure; Legislation formulation. Job related skills: Computer literacy; Communication; Project management; Legislation development; Legislation research; Planning and organizing; Analytical and decision making; Problem solving; Negotiation. Ability to interpret the Law. Ability to research the Law. A valid driver’s licence (code 08).

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

POST 26/78: CHIEF RISK OFFICER (REF NO: 3/2/1/2018/227)
Chief Directorate: Risk Management

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

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s degree or Advanced Diploma in Risk Management/Internal Auditing/Financial Management/Law (NQF 7). 5 years of experience in senior managerial level as well as Risk Management environment. Job related knowledge: Public Finance Management Act (PFMA); Broad Based Black Economic Empowerment (BBBEE); Public Service Regulations; Financial Management; National Treasury Regulations. Job related skills: Leadership; Computer literacy; Management; Project management; Written and verbal communication; Conflict resolution; Public speaking. A valid driver's license.

DUTIES: Obtain, develop and implement a risk management mandate, commitment, framework, strategy and protocol. Present case for risk management to senior management/relevant committee or board and define the value proposition of ERM. Draft and present the mandate or terms of reference of the risk management function to senior management/relevant committee or board. Design and develop a risk management framework and related protocols. Define the internal and external context and stakeholders of the organisation. Develop a risk management strategy. Develop a risk management policy. Facilitate the risk management process. Facilitate the process of risk assessment and compile and maintain risk registers. Facilitate risk treatment and reporting. Develop risk management protocols (RM processes, procedures, tools and modules, techniques, reporting). Establish a risk-based control environment. Facilitate the embedding of risk management by applying change management practices. Capacitate the organisation to execute risk management. Establish a risk monitoring and evaluation system. Facilitate and establish a process for risk reporting. Assess the effectiveness of risk management. Compile a risk management review report and present reports to relevant committees. Guide and oversee risk management processes. Oversee the compliance management services. Ensure the development of compliance strategy. Ensure the implementation of compliance strategy. Monitor the implementation action plans. Evaluate the compliance management programme in all branches. Oversee the fraud awareness and prevention services. Ensure that fraud risks are identified. Assess the impact of identified fraud risks. Select appropriate fraud risk management methods. Facilitate and monitor the implementation of fraud risk management plans. Evaluate the fraud management strategy. Manage the financial management and administrative support services. Maintain discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Risk Management function and report on progress as required. Develop implement and maintain processes to ensure control of work. Compile and submit all required administrative reports. Serve on transversal task teams or committees as required. Management of procurement and asset management for the function. Planning and allocation of work. Quality control of work delivered by employees. Functional technical advices and guidance.
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: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 26/79: DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2018/228) Directorate: Rural Enterprise and Industrial Development

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

CENTRE: Mpumalanga (Nelspruit)

REQUIREMENTS: Bachelor of Commerce in Business Management/Advanced Diploma in Business Management and Administration/Economics/Agricultural Economics (NQF level 7). 5 years of experience at a middle/senior managerial level. Knowledge of the following: Small business management and enterprise management and development; Market and trade development; Monitoring and evaluation, strategic planning, human resource management, financial management, supply chain management, Rural development techniques; Understanding of the key priorities of government as well as the comprehensive rural development programme (CRDP); Strong leadership and managerial qualities; A good track record of working with communities; Sound knowledge of current rural industrial and sector operating parameters. Job related skills: Communication; Negotiation and conflict resolution; Strategic management and leadership; Project management and networking; Team management. A valid driver’s license (code 08).

DUTIES: Reduce household poverty in accordance with Comprehensive Rural Development Programme. Community identification and mobilization. Profile targeted communities and generate reports and referrals. Planning and implementation. Promote rural and facilitate rural development finance. Facilitation engagement with rural financing agents/organisations. Ensure credit finance and investment facilities. Facilitate establishment and support of primary, secondary and tertiary cooperatives. Provide support/facilitate establishment, organisation to primary, secondary and tertiary cooperatives. Facilitate and provide skills development/facilitate training opportunities to primary, secondary and tertiary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Facilitate and support business ventures of primary, secondary and tertiary cooperatives. Facilitate the development of rural enterprises and industries. Identify enterprises within priority value chains. Conduct feasibility analysis. Facilitate business planning. Implementation of approved business process. Ensure the facilitation for access and linkages into village rural and urban markets. Develop off take agreements implementation and monitor. Ensure the facilitation for establishment of Agro industrials forums (Agri-parks). Facilitate engagement with regional and national economic growth agencies (provincial focus, growth opportunities). Facilitate and implement skills development opportunities and job opportunities in rural areas. Identify the training needs for the communities. Identify and facilitate skills development opportunities to support rural development initiatives. Identify and facilitate employment opportunities for rural people in DRDLR projects to maximize employment. Mobilise resources and partnership for creation of jobs. Develop strategic management in the co-ordination of financial and non-financial service delivery.

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

OTHER POSTS

POST 26/80: ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE (REF NO: 3/2/2018/229)
Chief Directorate: Internal Audit

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: National Diploma in Accounting/Financial Management or higher qualification in Accounting/Financial Management. 4 years credible and applicable experience in the operational project management field and financial management/accounting field. 3 year supervisory experience. Membership of the institute of Internal Auditors is recommended. Job related knowledge: Project Management and Financial Accounting/Management and Operational Management; Understanding of the standards of the Institute of Internal Auditors. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving ability; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and Control assessment. A valid driver's license (code 08).

DUTIES: Co-operate with and co-ordinate internal audit governance processes. Co-operate with annual internal quality assessment reviews. Co-operate with external quality assessment reviews. Reviews and report periodically on the compliance to standard operating procedures pertaining to financial, human resources and document control processes. Co-ordinate the preparation and distribution of audit committee meeting packs. Measure and support the execution of annual internal audit plans and operational plans. Measure the status of deliverables of the annual internal audit plans on a weekly basis. Prepare progress reports on the status of annual internal audit plans and operational plans on a monthly basis. Perform the administrator role in the Electronic Auditing Software. Create all audit projects on the Electronic Auditing Software. Maintain the Electronic Auditing Software service agreement. Co-ordinate the periodic upgrade of the Electronic Auditing Software. Co-ordinate the financial management processes regarding budgeting, budget performance reporting, expenditure control and asset management for approval. Co-ordinate annual ENE and MTEF budget for the CAE and Directors' sign-off. Co-ordinate monthly cash flow and expenditure deviation reports for the CAE and Directors' sign-off. Monitor the identification declaration and reprioritisation of the budget allocations and submit savings if required. Co-ordinate the procurement of goods and services for project management and quality assurance and verify submis- sions for the approval of purchase before submitting to CAE. Co-ordinate the administration of claims and advances in project management and quality assurance and for the CAE and verify T&S and advance requests before submitting to the CAE. Co-ordinate travel and accommodation arrangements for officials in project management and quality assurance and for the CAE compliance with departmental policy. Co-ordinates the asset management processes, including asset counts. Monitor payments to audit committee members. Monitor and report on the project budget and spending of outsourced and co-sourced audit projects. Co-ordinate administrative support regarding human resources and performance management. Co-ordinate advertisements, interviews and appointments of the sub-directorate: project management and quality assurance. Co-ordinate submission of performance agreements and assessments. Co-ordinate the preparation of the annual EE, SDP, Health and Safety and all other transformation plans required for approval. Measure the implementation of transformation plans, action plans and report progress to the CAE. Prepare quarterly and annual progress reports on all transformation plans. Co-ordinate the implementation of document control measures for all hard and soft copy documents. Co-ordinate the implementation of an effective
and efficient document reference system. Co-ordinate the implementation of an effective and efficient filing system. Conduct document control audits to ensure compliance to the prescribed systems. Co-ordinate and monitor human, logistical and financial resources allocated to this position on an ongoing basis in the line with the Department's prescripts.

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

POST 26/81

SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/230)
Chief Directorate: Human Resources and Organisational Development

SALARY

R299 709 per annum (Level 08)

CENTRE

Pretoria

REQUIREMENTS

Degree/National Diploma in Public Administration or equivalent qualification. 2-3 years experience in relevant working environment. Job related knowledge: Public Service Regulations; Financial procedures; Treasury regulations and Basic Accounting System. Job related skills: Computer literacy; Interpersonal relations; Organising and planning; Communication (written and verbal); Analytical; Problem solving and Financial management.

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

African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
APPLICATIONS
Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE
13 July 2018

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

MANAGEMENT ECHelon

POST 26/82
DIRECTOR: GREEN INDUSTRIES REF NO: IDD/GREEN IND 016

Overview: To lead & manage policies and programmes to align Industrial Policy and Environmental objectives as part of the sector programmes for the Industrial Development Division

SALARY
All-inclusive remuneration package of R948 174 per annum, Level 13

CENTRE
Pretoria

REQUIREMENTS

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

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

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

OTHER POSTS

POST 26/83 : DEPUTY DIRECTOR: QUALITY OF WORK LIFE REF NO: GSSSD/OD & T 004

Overview: To develop, review, monitor and manage the implementation of strategies on the Employee Assistance Programme, Quality of Work Life, HIV/AIDS and TB, STI's and Health and Productivity Management.

SALARY : All-inclusive remuneration package of R826 053 per annum, Level 12

CENTRE : Pretoria


DUTIES : Develop, manage and implement the Employee Assistance and Wellness programme strategy and standards. Manage the psycho-social counselling services. Manage the health promotion programme. Management of Employee Health and Wellness programme communication strategy and structures. Develop and manage Quality of Work Life programmes. Develop and manage the Sport and Recreation programmes. Monitor and evaluate the implementation of wellness interventions. Manage the Employee Health and Wellness calendar events and projects. Develop Departmental action plans and manage the implementation programmes for health and productivity management. Create awareness of health and productivity management programme. Promote and maintain the general and occupational health of employees through education, prevention, intervention, awareness and risk assessment. Improve the quality of health management in the work place. Manage lifestyle diseases and health risk of employees (formal non-communicable and communicable diseases management programme). Monitor and evaluate the implementation of health and productivity management action plans and programmes. Develop strategy and manage departmental action plans on HIV/AIDS programme. Manage the implementation of prevention programmes to reduce the rate of HIV, TB and STI incidence. Promote awareness on treatment, care and support to infected and affected employees. Manage the Peer Education programme. Monitor and evaluate the implementation of HIV/AIDS, TB and STI management programmes. Manage the dti Employee Health and Wellness Committee Represent the Department at relevant forums. Manage research and conduct trend analysis. Report on programmes on a monthly, quarterly, bi-annual and annual basis. Manage the statistical database regarding health and wellness projects.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
NOTE: In terms of the dti's EE requirements, preference will be given to African female and White male candidates as well as people with disabilities.

POST 26/84: DEPUTY DIRECTOR: TRANSVERSAL, MANAGEMENT AND LEADERSHIP PROGRAMMES REF NO: GSSSD/LC 006

Overview: To manage training and development of employees regarding transversal competencies and to manage the implementation of Induction (Departmental and CIP) as well as management development.

SALARY: All-inclusive remuneration package of R697 011 per annum, Level 11

CENTRE: Pretoria

REQUIREMENTS:


DUTIES: Manage the delivery of Transversal, Management and Leadership programmes. Ensure procurement of service providers for the delivery of transversal programmes. Ensure the development and customisation of training content for relevant transversal and management development programmes. Manage the delivery of Departmental Induction Programme and Compulsory Induction Programme. Manage the bursary, scholarship and scholarship programmes. Monitor that research and benchmarking is conducted and establish current best practices in terms of these programmes. Manage employee performance and capacity development in line with the dti’s Performance Management Policies and Procedures. Implement the approved business plan for the sub-directorate. Manage the Transversal, Management and Leadership unit. Consolidate sub-directorate reports for all programmes. Prepare budget and monitor expenditure to ensure spend is compliant and remains in line with budget parameters. Ensure compliance with administrative controls over funds, to preclude fraud or mismanagement of funds within budget. Travel and work overtime as and when required.

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

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

PROVINCIAL ADMINISTRATION: EASTERN CAPE
COORDINATE GOVERNANCE AND TRADITIONAL AFFAIRS

The department of Cooperative Governance is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer

FOR ATTENTION: Ms Z. Ndumela

CLOSING DATE: 13 July 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative Governance and Traditional Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

POST 26/85: CHIEF DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT &CAPACITY BUILDING: REF NO: COGTA 01/06/2018

Re-Advertisement (applicants who applied for these posts in the previous advert are encouraged to re-apply as their applications will not be considered)

SALARY: R1 127 334 – R1347 879. Commencing Salary R1 127 334 per annum (Level 14)

CENTRE: Bhisho

REQUIREMENTS: A Bachelor’s degree (NQF7) in Public Management/Administration/Management. Master’s Degree in Public Management/Administration/Management or any legal qualification equivalent to the aforementioned academic requirement will be an added advantage. A minimum of 5 years of experience at a senior managerial level. A valid EB driver’s licence. Computer literacy. Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. To ensure proper management and transformation of Traditional Leadership institutions.
DUTIES: Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the Chief Directorate/Administration to successfully fulfil its role in delivering services to the communities/clients. Facilitates the provision of administrative support to traditional leadership institutions such as management of processes of recognition and recognition of Traditional Leaders as well as recruitment or employment practises, management of establishment and disestablishment of Traditional leadership institutions, management and administration of Traditional Leadership matters such as, Conditions of Services, Code of Conduct, etc. Facilitate the promotion of optimal development and capacitation of Traditional Leaders. Facilitate and manage the provision of support and resources to Traditional Leaders institutions, Traditional Council Infrastructure, Asset, furniture, stationery, computer equipment etc. Facilitate and manage the administration of Traditional Leadership Claims and Disputes matters. Ensure that good relations are maintained between the Chief Directorates and stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, Emerging contractors, NGO's consultants, Contralesa, Traditional Leaders, etc. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations, budget and action plans and the proper use of state of state property. Ensure compliance with PFMA, Public Service Act and Public Service Regulations, Municipal Structures Act, Municipal System Act, Traditional Leadership and Governance Frameworks Acts and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

ENQUIRIES: can be directed to Ms N. Mditshwa at (040) 609 5351/5352/5258/5239.

NOTE: Preference will be given to African Male/Female

POST 26/86: CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT & PLANNING: REF NO: COGTA 02/06/2018

Re-Advertisement (applicants who applied for these posts in the previous advert are encouraged to re-apply as their applications will not be considered)

SALARY: R1 127 334 – R1 347 879; commencing salary R1 127 334 per annum (Level 14)

CENTRE: Bhisho

REQUIREMENTS: A Bachelor’s Degree in Land development-related field of study e.g. Town and Regional Planning, Land Survey or Valuation. A Master’s degree in Land development-related field of study e.g. Town and Regional Planning, Land Survey or Valuation will be an added advantage. A minimum of 5 years working experience at a Senior Management level position in the relevant professional field. Professional registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. A valid driver’s licence. Computer literacy. Experience in community development or local government will be an added advantage. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES: To promote, facilitate and coordinate integrated planning in municipalities. Provide for spatial planning and land management. Develop policy and standards, provide support and monitor implementation of SPLUM and other pieces of legislation and capacitate planning institutions. Provide spatial planning information and environmental planning services. Provide integrated spatial planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services.
Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to spatial planning, Valuation and Survey Cadastral. Co-ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Co-ordinate the prioritisation and implementation of municipal projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation and training of staff, promotion of sound labour relation and the appropriate utilisation of resources.

ENQUIRIES:
can be directed to Ms N. Mditshwa at (040) 609 5351/5352/5258/5239.

NOTE:
Preference will be given to African Female

POST 26/87:
DIRECTOR: INTEGRATED DEVELOPMENT PLANNING: REF NO: COGTA 03/06/2018
Re-Advertisement (applicants who applied for these posts in the previous advert are encouraged to re-apply as their applications will not be considered)

SALARY:
R948 174 – R1 116 918; Commencing Salary R948 174 per annum (Level 13)

CENTRE:
Bhisho

REQUIREMENTS:
A Bachelor's degree (NQF7) in City Town/Urban and Regional Planning. A Master's degree in Development and Planning (MSc DP accredited by South African Council of Planners), Masters in Developmental Studies, Masters in Planning and Sustainable Development (MPlan) will be an added advantage. Computer Literacy. Five (5) years of experience at a middle/senior managerial level. A valid Driver's licence. Computer literacy. Experience in community development or local government will be an added advantage. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and a development of a budget to implement a Key Performance Area. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.

DUTIES:
Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks. Undertake strategic interactions with sector department, local and national government authorities. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate’s budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

ENQUIRIES:
can be directed to Ms N. Mditshwa at (040) 609 5351/5352/5258/5239.

NOTE:
Preference will be given to Coloured Male
POST 26/88  DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION: REF NO: COGTA 04/06/2018
Re-Advertisement (applicants who applied for these posts in the previous advert are encouraged to re-apply as their applications will not be considered)

SALARY: R948 174 – R1 116 918 Commencing; Salary R948 174 per annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS:
A Bachelor’s degree (NQF 7) in Public Management or Management/Development Studies. A Masters degree in Management or Public Administration or Social science or Developmental studies/Policy studies will be an added advantage. Five years of experience at a middle/ senior managerial level. Computer Literacy. A valid Code EB driver’s licence. Experience in community development or local government will be an added advantage. Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES:
Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen’s engagement. Number of municipalities supported with community participation and citizen empowerment partnerships. Number of municipalities supported to have functional public participation units. Number of municipalities supported to have functional ward committees. Number of CDWP cases resolved. Percent of elections and bi-elections supported. Coordination of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations. Coordination and Implementation of Operation Masiphathisane.

ENQUIRIES: can be directed to Ms N. Mditshwana at (040) 609 5351/5352/5258/5239.

NOTE: Preference will be given to African Female
APPLICATIONS

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

All applications for Chief Executive Officer, Senior Manager: Medical Services and DCST be forwarded to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605.

Nkonkobe Sub-district: Post to: HR Office, Nkonkobe Health Sub-district, P. O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub-District, 1st Floor, Cape College Building, Fort Beaufort. Enquiries: Ms V Mhianga Tel No: 046 645 1892.

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

St Particks Hospital: Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No: 039 251 0236.

Amahlathi Sub-district: Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquiries: Ms B Mngxe Tel No: 043 6434775/6.

Grey Hospital: Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600. Enquiries: Ms Phillip Tel No: 043 643 3304.

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

Dora Nginza Regional Hospital: Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel No: 041 406 4435.

Butterworth Hospital: Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel No: 047 401 9000.

Cradock Hospital: Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Danster Tel No: 048 881 2123.

St Barnabas Hospital: Post and Hand delivery to: St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms U Toni – Tel No: 047 555 5300.

Madwaleni Hospital: Post to: Human Resources Office, Madwaleni Hospital Private Bag x19, Elliotdale, 5079. Enquiries: Mr Fenguza Tel No: 047 573 8900/1/2.

Bhisho Hospital: Post to: HR Office, Bhisho Hospital Private Bag or hand deliver to: HR Office Bhisho Hospital Komga Road Bhisho 5605 Enquiries: Tel No: 040 635 2958.

Madzikane ka Zulu Hospital: Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr Sigola Tel No: 039 255 8200/11/12.

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

Holy Cross Hospital: Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana – Tel No: 039 252 2026/8.

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

Zitulele Hospital: Post to: HR Office, Zitulele Hospital Private Bag x504 Mqanduli 5080 Enquiries: Mr Sobethwa Tel No: 047 573 8953/6/7.

Frontier Regional Hospital: Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320 Enquiries: Ms Tywabe - Tel No: 0833780777.

Cecilla Regional Hospital: Post to: HR Office, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilla Makiwane Hospital 4 Billie Road,
Mdantsane, East London, 5219 Enquiries: Ms P Mncotso Tel No: 040 708 2121.

**Umzimvubu Sub-district:** Post to: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, Bizana 4800 Enquiries: Ms D.N Mdanyana – Tel No: 039 727 2090.

**Livingstone Tertiary Hospital:** Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Konsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel No: 041 405 2647.

**Victoria Hospital:** Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesl Tel No: 040 653 1141.

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

**Aliwal North Hospital:** Post to: Aliwal North Hospital, Private Bag x1004 Aliwal North 9757 or hand deliver to: Aliwal North Hospital, Parklane Street Aliwal North 9757. Enquiries: Mr JS Nzinde Tel No: 051 633 9629.

**Frere Tertiary Hospital:** Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or hand Deliver: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mthitshana Tel No: 043 709 2487/2532.

**SS Gida Hospital:** Post to: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel No: 040 658 0043.

**Cala Hospital:** Post to: Cala Hospital, Private Bag X516, Cala, 5455. Enquiries: Mr S Zihlangu Tel No: 047 877 0129.

**Nkqubela TB Hospital:** Post to: Human Resource Office Nkqubela TB Hospital, P.O.Box 12239, Amalinda, East London 5247 or Hand Delivery to Human Resource Office Nkqubela TB Hospital 1124 NU9 Billy Road Mdantsane 5219, Enquiries: Ms K Somana Tel No: 043 761 2131.

**Glen Grey Hospital:** Post to: Human Resource Office, Glen Grey Hospital, Private bag x 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: MS N Ralushe Tel No: 047 878 2800.

**Nelson Mandela Academic Hospital:** Post to: Nelson Mandela Academic Hospital, Private Box x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4320.

**Wilhem Stahl Hospital:** Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel No: 0498421111.


**Nyandeni Sub-district:** Post to: Human Resource Office, LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160. Enquiries: Mr Makhohliso – Tel No: 072 327 9029.

**Mnquma Sub-district:** Post to: Human Resource Office, 15 Old hospital Road Ext. 7 Butterworth 4960, Enquiries Ms. N. Tengwa Tel No: 047491 0740.

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

**Lilitha College:** Post to HR Office, Lilitha College of Nursing, Central Administration Office, 40 Lennox Road Amalinda, East London 5200 or Private Bag X 0028 Bhisho 5608. Enquiries: Ms. N Links: Principal Tel No: 049 700 9704 or Ms. Y. Malgas: Tel No: 040 608 9723.

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

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

**Komani Psyc Hospital:** Post to: Human Resources Office, Komani Hospital, Private Bag x7074, Queenstown 5319. Enquiries: Ms Mandindi –Tel No: 045 858 8400.
Maluti Sub-district: Post to: HR Office, Maluti Sub-District, Maluti College of Education Building, Maluti or hand deliver to: HR Office, Maluti Sub-District (Health), PO Box 63 Maluti 4730. Enquiries: Ms TC Ndukwana Tel No: 0392560518.

Sterkstroom Hospital: Post to: Human Resource Office, Sterkstroom Hospital P.O. Box 168, Sterkstroom, 5425 or 18 Legrage Str. Sterkstoom Hospital, Sterkstroom. Enquiries: Mrs CM Swart Tel No: 045 966 0268.

Amathole District Office: Post to: Amathole health district: Private Bag X 002, Southernwood, East London Or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene Tel No: 043 707 6748 / 49.

Tower Psych Hospital: Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross - Tel No: 046 645 5008.


Fort Beaufort Hospital: Post to: Human Resource Office, Fort Beaufort Hospital Private Bag x226, Fort Beaufort, 5720 or hand deliver to: Human Resource Office, Fort Beaufort Hospital 6 Bell Street, Fort Beaufort, 5720. Enquiries: Mr Zetu Tel No: 0466451111.

All Saints Hospital: Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel No: 047 548 4104.


Empilisweni Hospital: Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital.

OR Tambo Health District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: 047 502 9000. Enquiries: Mr SS Stuma Tel No: 047 502 9016. 13 July 2018 (Advert is valid for a period of Six (6) Months up to 18 January 2019)

Applications must be posted on the Z83 Form accompanied by copies of Qualification(s),Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. The filling of these posts
will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

**MANAGEMENT ECHELON**

<table>
<thead>
<tr>
<th>POST 26/89</th>
<th>CHIEF EXECUTIVE OFFICER REF NO:</th>
<th>ECHEALTH/CEO/TOWRH/01/06/2018</th>
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<tr>
<td>SALARY: R948 174 - R 116 918 per annum (Level 13)</td>
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<tr>
<td>CENTRE: Amathole District, Tower Psychiatric Hospital</td>
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<tr>
<td>REQUIREMENTS: A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.</td>
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<td>DUTIES: To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.</td>
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<tr>
<td>ENQUIRIES: Dr ML Matiwane Tel No: 040 608 1133/66</td>
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<th>POST 26/90</th>
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<tr>
<td>SALARY: R948 174 - R 116 918 per annum (Level 13)</td>
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<tr>
<td>CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital</td>
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<td>REQUIREMENTS: A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.</td>
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ENQUIRIES:
Dr ML Matiwane Tel No: 040-608-1133/66

OTHER POSTS

POST 26/91: DISTRICT CLINICAL SPECIALIST TEAMS (DCST): FAMILY PHYSICIAN
REF NO: ECHEALTH/DCST-FP/ORT&AN/01/06/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)
CENTRE: Eastern Region (OR Tambo & Alfred Nzo District)
REQUIREMENTS: Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician plus at least 5 years’ experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policies. Demonstrated skills in the following areas: Leadership, Communication, Teaching and training, Problem solving, functioning in a multi-disciplinary team and Computer literacy.

DUTIES:
Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondarily support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on
activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES
Dr Moko Tel No: 040 608 1133

POST 26/92
DISTRICT CLINICAL SPECIALIST TEAMS (DCST): OBSTETRICIAN AND GYNECOLOGIST
REF NO: ECHEALTH/DCST- OBS&GY/ORT&AN/01/06/2018

SALARY
R1 643 352 – R1 744 191 per annum (OSD)

CENTRE
Eastern Region (OR Tambo & Alfred Nzo District)

REQUIREMENTS
Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynecologist plus at least 5 years’ experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policies. Demonstrated skills in the following areas: Leadership, Communication, Teaching and training, Problem solving, Functioning in a multi-disciplinary team and Computer literacy.

DUTIES
Represent obstetrics and gynecology as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as an obstetrician and gynecologist by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of obstetrics and gynecological services within the district. Support obstetric, neonatal and sexual and reproductive health care service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to obstetrics and gynecology. Secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector obstetricians and gynaecologists with service delivery related matters. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynecological services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynecological assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to
save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of obstetrics and gynecological services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Dr Moko Tel No: 040 608 1133

POST 26/93: DISTRICT CLINICAL SPECIALIST TEAMS (DCST): PAEDIATRICIAN REF NO: ECEALTH/DCST-PAED/ORT&AN/01/08/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)

CENTRE: Eastern Region (OR Tambo & Alfred Nzo District)

REQUIREMENTS: Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Pediatrician plus at least 5 years’ experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policies. Demonstrated skills in the following areas: Leadership, Communication, Teaching and training, Problem solving. Functioning in a multi-disciplinary team and Computer literacy.

DUTIES: Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a pediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of paediatric services within the district. Support neonatal, child and youth health service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to pediatrics and child health. Secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector pediatricians with service delivery related to pediatrics and child health. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in pediatrics and child health. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on paediatric and child health assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and
supervision of paediatric and child health services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Dr Moko Tel No: 040 608 1133

POST 26/94: DISTRICT CLINICAL SPECIALIST TEAMS (DCST): PAEDIATRICIAN REF NO: ECHEALTH/DCST-PAED/AMA/01/06/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)

CENTRE: Amathole District Office

REQUIREMENTS: Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Pediatrician plus at least 5 years’ experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policies. Demonstrated skills in the following areas: Leadership, Communication, Teaching and training, Problem solving, Functioning in a multi-disciplinary team and Computer literacy.

DUTIES: Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a pediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of paediatric services within the district. Support neonatal, child and youth health service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to pediatrics and child health. Secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector pediatricians with service delivery related to pediatrics and child health. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in pediatrics and child health. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on paediatric and child health assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of paediatric and child health services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Dr Moko Tel No: 040 608 1133
POST 26/95 : DISTRICT CLINICAL SPECIALIST TEAMS (DCST): ANAESTHETIST REF NO: ECHEALTH/DCST-ANATH/AMA/01/06/2018

SALARY : R1 643 352 – R1 744 191 per annum (OSD)

CENTRE : Amathole District Office

REQUIREMENTS : Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Pediatrician plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policies. Demonstrated skills in the following areas: Leadership, Communication, Teaching and training. Problem solving, functioning in a multi-disciplinary team and Computer literacy.

DUTIES : Represent specialist discipline of anaesthetics as a member of a District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as an anesthetist by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of operative and emergency services within the district. Support anaesthetics and emergency care service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to anaesthetics and emergency care. Secondarily support clinics, community health centres and primary health care outreach teams, including engaging private providers of anesthesia and emergency care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Support on-going professional development of all health professionals involved in the perioperative and emergency care process. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of anaesthetics and emergency care services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on anaesthetics and emergency care. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Participate in provincial and national activities and initiatives to save mothers, babies and children. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of anaesthetics and emergency care services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Dr Moko Tel No: 040 608 1133
POST 26/96  :  HEAD CLINICAL UNIT (OBS & GYNECOLOGY) REF NO: ECHEALTH/HCU/FTH/01/06/2018

SALARY  :  R1 643 352 – R1 744 191 per annum (OSD)
CENTRE  :  Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS  :  An appropriate medical qualification that allows registration with HPCSA in OBS & Gynecology. HPCSA registration certificate as a Medical Specialist in OBS & Gynecology. A minimum of 3 years post registration with HPCSA as Medical Specialist in the respective discipline. Appropriate specialist procedures and protocols within field of expertise. Leadership, administration, programmes planning, assessment of patients within candidate’s field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.
DUTIES  :  Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
ENQUIRIES  :  Ms N Mthitshana Tel No: 043 709 2487/2532

POST 26/97  :  HEAD CLINICAL UNIT GRADE 1 (CARDIO-THORACIC SURGERY) REF NO: ECHEALTH/HCU/LIVH/01/06/2018

SALARY  :  R1 643 352 – R1 744 191 per annum (OSD)
CENTRE  :  Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS  :  An appropriate medical qualification that allows registration with HPCSA in Cardiothoracic surgery. HPCSA registration certificate as a Medical Specialist in Cardiothoracic surgery and proof of current registration. A minimum of 3 years’ experience as a Medical Specialist in Cardiothoracic surgery after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Cardiothoracic surgery. A valid driver’s license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.
DUTIES  :  Provide strategic leadership in the respective clinical unit . Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
ENQUIRIES  :  Dr. M Maseloa Tel No: 0833782025

POST 26/98  :  SENIOR MANAGER: MEDICAL SERVICES REF NO: ECHEALTH/SMMS/MRH/01/06/2018

SALARY  :  R1 437 270 – R1 744 191 per annum (OSD)
CENTRE  :  OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS: Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA. A valid driver’s license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

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

ENQUIRIES: Dr ML Matiwane Tel No: 040 608 1133

POST 26/99: SENIOR MANAGER: MEDICAL SERVICES REF NO: ECHEALTH/SIMMS/FORT ENGH/01/06/2018

SALARY: R1 437 270 – R1 744 191 per annum (OSD)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

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

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

ENQUIRIES: Dr ML Matiwane Tel No: 040 608 1133

POST 26/100: CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/LIVH/01/06/2018

SALARY: R1 115 874 – R1 275 885 per annum (OSD)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

**DUTIES**
- Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

**ENQUIRIES**
- Dr. M Maseloa Tel No: 0833782025

**POST 26/101**
- CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/FRONH/01/06/2018
- SALARY: R1 115 874 – R1 275 885 per annum (OSD)
- CENTRE: Chris Hani District, Frontier Hospital
- REQUIREMENTS:
  - Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.
  - DUTIES:
    - Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

**ENQUIRIES**
- Ms Tywabi Tel No: 0833780777

**POST 26/102**
- CLINICAL MANAGER REF NO: ECHEALTH/MO/WSH/01/06/2018
- SALARY: R1 115 874 – R1 275 885 per annum (OSD)
- CENTRE: Chris Hani District, Wilhem Stahl Hospital
- REQUIREMENTS:
  - Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate...
experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

**DUTIES**

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

**ENQUIRIES**

Mr B Mbalula Tel No: 0498421111

**POST 26/103**

**MEDICAL SPECIALIST GRADE 1-3 (GENERAL SURGERY) REF NO: ECHEALTH/MS/FRON/01/06/2018**

**SALARY**

R1 051 368 – R1 744 191 per annum (OSD)
Grade 1: R1 051 368 – R1 115 874 per annum (OSD)
Grade 2: R1 202 112 – R1 275 885 per annum (OSD)
Grade 3: R1 395 105 – R1 744 191 per annum (OSD)

**CENTRE**

Chris Hani District, Frontier Regional Hospital

**REQUIREMENTS**

An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty. Grade 3: Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

**DUTIES**

Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit’s administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES**

Ms Tywabi Tel No: 0833780777

**POST 26/104**

**MEDICAL SPECIALIST GRADE 1-3 (GENERAL SURGERY) REF NO: ECHEALTH/MS/NMAH/01/06/2018**

**SALARY**

R1 051 368 – R1 744 191 per annum (OSD)
Grade 1: R1 051 368 – R1 115 874 per annum (OSD)
Grade 2: R1 202 112 – R1 275 885 per annum (OSD)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty. Grade 3: Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

DUTIES: Training of undergraduate and postgraduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds. Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit's administration. Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES: Ms Calaza Tel No: 047 502 4320

POST 26/105: MEDICAL SPECIALIST GRADE 1-3 (NEUROSURGERY) REF NO: ECHEALTH/MS-NEU/FTH/01/06/2018

SALARY: R1 051 368 – R1 744 191 per annum (OSD)
Grade 1: R1 051 368 – R1 115 874 per annum (OSD)
Grade 2: R1 202 112 – R1 275 885 per annum (OSD)
Grade 3: R1 395 105 – R1 744 191 per annum (OSD)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Neurosurgery. Current registration with the HPCSA as a Medical Specialist in Neurosurgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty. Grade 3: Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

DUTIES: Training of undergraduate and postgraduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds. Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit’s administration. Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure,
Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

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

POST 26/106 : MEDICAL SPECIALIST GRADE 1-3 (ANESTHETICS) REF NO: ECHEALTH/MS-ANE/FTH/01/06/2018

SALARY : R1 051 368 – R1 744 191 per annum (OSD)
Grade 1: R1 051 368 – R1 115 874 per annum (OSD)
Grade 2: R1 202 112 – R1 275 885 per annum (OSD)
Grade 3: R1 395 105 – R1 744 191 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Tertiary Hospital

DUTIES : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Anesthetics. Current registration with the HPCSA as a Medical Specialist in Anesthetics. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty. Grade 3: Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

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

POST 26/107 : MEDICAL SPECIALIST GRADE 1-3 REF NO: ECHEALTH/MS/MRH/01/06/2018

SALARY : R1 051 368 – R1 744 191 per annum (OSD)
Grade 1: R1 051 368 – R1 115 874 per annum (OSD)
Grade 2: R1 202 112 – R1 275 885 per annum (OSD)
Grade 3: R1 395 105 – R1 744 191 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Mthatha Regional Hospital

DUTIES : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty. Grade 3: Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

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

POST 26/107 : MEDICAL SPECIALIST GRADE 1-3 REF NO: ECHEALTH/MS/MRH/01/06/2018

SALARY : R1 051 368 – R1 744 191 per annum (OSD)
Grade 1: R1 051 368 – R1 115 874 per annum (OSD)
Grade 2: R1 202 112 – R1 275 885 per annum (OSD)
Grade 3: R1 395 105 – R1 744 191 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Mthatha Regional Hospital

DUTIES : Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit's administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit’s administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES: Ms Mkhosi Tel No: 047 502 4143/4008.

POST 26/108: PRINCIPAL OF NURSING COLLEGE – (MAIN CAMPUSS) PND 5 REF NO: ECHEALTH/MCH/ELC/01/06/2018

SALARY: R902 550 – R1 015 842 per annum (OSD)
CENTRE: Lilitha College, East London Campus
REQUIREMENTS: A manager with a minimum appropriate post Master’s Degree (Master Degree) in Nursing Science. PhD will be an added advantage. A minimum of 11 years appropriate/recognizable nursing experience after registration as professional nurse with the SANC or equivalent qualification with Ancillary subject as a teaching experience. Post basic qualification in Nursing Education registered with SANC. Atleast 7 years of the period referred must be appropriate/recognizable experience in Nursing Education qualification. Atleast 4-5 years management experience at an academic institution with sound research capabilities and understanding of new Nursing qualifications. Advanced computer literacy and valid driver’s license.

ENQUIRIES: Ms N Links Tel No: 043 700 9704

POST 26/109: PROGRAMME MANAGER: POST BASICS PND 4 REF NO: ECHEALTH/PM-PB/MTHA/01/06/2018

SALARY: R801 918 – R902 550 per annum (OSD)
CENTRE: Lilitha College, Central Office
REQUIREMENTS: Master's Degree in Nursing Science or equivalent qualification with post basic Clinical Programme qualification as a specialty. A minimum of 10 years appropriate/recognizable Nursing experience after registration as a professional nurse with SANC in General Nursing. At least 6 years’ referred to above must be appropriate/recognizable experience in Nursing Education after obtaining in the 1 year post basic qualification. Good understanding and experience of classroom and clinical teaching including the community based and problem based approach. Monitor post basic curriculum implementation throughout all college institutions. Ability to identify gasp in the implementation of curriculum in the specific discipline. At least 2/3 years’ experience as a manager. Excellent communication, interpersonal and leadership skills. Advanced computer skills and a valid driver’s license.

DUTIES: Management of the specific specialty/discipline for the campus and its satellites. Manage quality assurance matters. Change and quality management. Monitor compliance to set standard as laid down by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the campus and satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community based
education in the campus and satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.

ENQUIRIES:
Ms N Links Tel No: 043 700 9704

POST 26/110:
DEPUTY MANAGER: NURSING
REF NO:
ECHEALTH/DMN/CMH/01/06/2018

SALARY:
R801 918 - R902 550 per annum (OSD)

CENTRE:
Buffalo City Metro, Cecilia Makiwane Regional Hospital

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

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

ENQUIRIES:
Ms P Mncotso Tel No: 040 708 2121

POST 26/111:
DEPUTY MANAGER: NURSING
REF NO:
ECHEALTH/DMN/LIVH/01/06/2018

SALARY:
R801 918 - R902 550 per annum (OSD)

CENTRE:
Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

ENQUIRIES:
Ms Du Preez Tel No: 041 405 2647
POST 26/112

MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/BH/01/06/2018 (X3 POSTS)

SALARY

R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE

Buffalo City Metro District, Bhisho Hospital

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms Mnyipika Tel No: 040 635 2958

POST 26/113

MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/ASH/01/06/2018 (X3 POSTS)

SALARY

R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE

Chris Hani District, All Saints Hospital

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms NP Gcaza – Tel No: 047 548 4104.

POST 26/114

MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/CH/01/06/2018 (X3 POSTS)

SALARY

R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE

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

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

ENQUIRIES: Ms Danster Tel No: 046 881 2123

POST 26/115 MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/EH/01/06/2018 (X3 POSTS)

SALARY: R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: Joe Gqabi District, Empilisweni Hospital

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

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department.

ENQUIRIES: Mr Ndzinde Tel No: 051 633 9629

POST 26/116 MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/HCH/01/06/2018 (X2 POSTS)

SALARY: R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: OR Tambo District, Holy Cross Hospital

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

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

ENQUIRIES: Ms Nompandana – Tel No: 039 252 2026/8.

POST 26/117: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MMH/01/06/2018 (X3 POSTS)

SALARY:
- Grade 1: R780 612 – R1 295 025 per annum (OSD)
- Grade 2: R892 551 – R975 945 per annum (OSD)
- Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE:
- OR Tambo District, Malizo Mpehle Hospital

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

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

ENQUIRIES: Ms Makalima Tel No: 047 542 6300

POST 26/118: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/STBH/01/06/2018 (X2 POSTS)

SALARY:
- Grade 1: R780 612 – R1 295 025 per annum (OSD)
- Grade 2: R892 551 – R975 945 per annum (OSD)
- Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE:
- OR Tambo District, St Barbanas Hospital

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

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

ENQUIRIES : Ms U Toni – Tel No: 047 555 5300

POST 26/119 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FBH/01/06/2018

SALARY : R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : Amathole District, Fort Beaufort Hospital

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

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

ENQUIRIES : Mr Zetu Tel No: 0466451111

POST 26/120 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/GRYH/01/06/2018 (X3 POSTS)

SALARY : R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : Buffalo City Metro, Grey Hospital

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

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

ENQUIRIES : Ms Phillip Tel No: 043 643 3304

POST 26/121 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FRONH/01/06/2018 (X6 POSTS)

SALARY : R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: Chris Hani District, Frontier Hospital

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

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

ENQUIRIES: Ms Tywabi Tel No: 0833780777

POST 26/122: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FH/01/06/2018

SALARY: R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: Chris Hani District, Sterkstroom Hospital

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

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

ENQUIRIES: Mrs CM Swart Tel No: 045 966 0268

POST 26/123: MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/WSH/01/06/2018

SALARY: R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: Chris Hani District, Wilhelm Stahl Hospital

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

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
required. **Grade 2:** Minimum of 5 years relevant experience after registration.  
**Grade 3:** Minimum of 10 years’ experience after registration.

**DUTIES**

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

**ENQUIRIES**

Mr B Mbalula Tel No: 0498421111

**POST 26/124**

**MEDICAL OFFICER GRADE 1 – 3 REF NO:** ECHEALTH/MO/ASH/01/06/2018

**SALARY**

- R780 612 – R1 295 025 per annum (OSD)
  - Grade 1: R780 612 – R840 942 per annum (OSD)
  - Grade 2: R892 551 – R975 945 per annum (OSD)
  - Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

**CENTRE**

Chris Hani District, All Saints Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms NP Gcaza – Tel No: 047 548 4104.

**POST 26/125**

**MEDICAL OFFICER GRADE 1 – 3 REF NO:** ECHEALTH/MO/DNH/01/06/2018

**SALARY**

- R780 612 – R1 295 025 per annum (OSD)
  - Grade 1: R780 612 – R840 942 per annum (OSD)
  - Grade 2: R892 551 – R975 945 per annum (OSD)
  - Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS**

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

**DUTIES**

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

ENQUIRIES : Mr J Johaar Tel No: 041 406 4435

POST 26/126 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/LIVH/01/06/2018

SALARY : R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

ENQUIRIES : Ms Du Preez Tel No: 041 405 2647

POST 26/127 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MRH/01/06/2018 (X10 POSTS)

SALARY : R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : OR Tambo District, Mthatha Regional Hospital

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

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

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

94
POST 26/128

MEDICAL OFFICER GRADE 1 – 3 REF NO:
ECHEALTH/MO/TBH/01/06/2018 (X2 POSTS)

SALARY
R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE
Alfred Nzo District, Talyor Bequest Hospital (Mataiele)

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

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

ENQUIRIES
Mr Khohliso Tel No: 039 737 3107

POST 26/129

MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/BH/01/06/2018
(X2 POSTS)

SALARY
R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE
Amathole District, Butterworth Hospital

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

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

ENQUIRIES
Ms P Mtshemla Tel No: 047 401 9000

POST 26/130

MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/VICH/01/06/2018
This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY
R780 612 – R1 295 025 per annum (OSD)
Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)
CENTRE: Amathole District, Victoria Hospital

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

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

ENQUIRIES:
Ms Mangesi Tel No: 040 653 1141

POST 26/131:
HOD: GENERAL NURSING SCIENCE SPECIALTY PND 3 REF NO: ECHEALTH/HOD-GNS/MTHA/01/06/2018

SALARY: R548 436 – R635 778 per annum (OSD)

CENTRE: Lilitha College, Mthatha Campus

REQUIREMENTS:
Master’s Degree in Nursing Science or equivalent qualification with General Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the community based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 yrs appropriate/recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/recognizable experience in Nursing Educator after obtaining the 1 year post basic qualification. Advanced computer literacy and a valid driver’s license.

DUTIES:
Management of the specific specialty/discipline for the campus and its satellites. Manage quality assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the campus and satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community based education in the campus and satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.

ENQUIRIES:
Ms N Links Tel No: 043 700 9704

POST 26/132:
ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN/KCHC/01/06/2018

SALARY: R546 315 – R614 874 per annum (OSD)

CENTRE: Umzimvubu Sub District, Ntabankulu CHC

REQUIREMENTS:
Basic R425 qualification (Diploma/Degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse General. A post basic qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. Registration with SANC and proof of current registration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literate. Valid driver’s license.
Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytic and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and non-technical personnel at various levels in the organization.

**DUTIES**

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

**ENQUIRIES**

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

**POST 26/133**

**ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE REF NO:**

ECHEALTH/AMN/MCHC/01/06/2018

**SALARY**

R546 315 – R614 874 per annum (OSD)

**CENTRE**

Maluti Sub District, Maluti CHC

**REQUIREMENTS**

Basic R425 qualification (Diploma/Degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse General. A post basic qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. Registration with SANC and proof of current registration. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literate. Valid driver’s license. Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytic and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and non-technical personnel at various levels in the organization.

**DUTIES**

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

**ENQUIRIES**

Ms TC Ndukwana Tel No: 0392560518
POST 26/134 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NU2C/01/06/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nelson Mandela Metro, NU 2 Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recongizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care.
Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersoncal, interscope and multi-disciplinary) team.
Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnover strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms P Makuluma Tel No: 0413918164.

POST 26/135 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/ZHC/01/06/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nkonkobe Sub-District, Zihlahleni Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recongizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care.
Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersoncal, interscope and multi-disciplinary) team.
Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnover strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms V Mhlana Tel No: 046 645 1892

POST 26/136 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X8 POSTS)

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : OR Tambo District: Bika Clinic Ref No. ECHEALTH/OM-PHC/BKC/01/06/2018
Bityi Clinic Ref No: ECHEALTH/OM-PHC/BTC/01/06/2018
Centuli Clinic Ref No: ECHEALTH/OM-PHC/CENC/01/06/2018
Gengqe Clinic Ref No: ECHEALTH/OM-PHC/GENC/01/06/2018
Philani Clinic Ref No: ECHEALTH/OM-PHC/PHILC/01/06/2018
Sakhela Clinic Ref No: ECHEALTH/OM-PHC/SACK/01/06/2018
Tabase Clinic Ref No: ECHEALTH/OM-PHC/TABC/01/06/2018
Tyelebana Clinic Ref No: ECHEALTH/OM-PHC/TYEC/01/06/2018
Ngcolorha Clinic Ref No: ECHEALTH/OM-PHC/TYEC/01/06/2018
Ngcoya Clinic Ref No: ECHEALTH/OM-PHC/TYEC/01/06/2018

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as...
a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Mr SS Stuma Tel No: 047 502 9016

**POST 26/137**

**OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:** ECHEALTH/OPMHC/NORC/01/06/2018

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Amahlathi Sub District, Norah Clinic

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms B Mngxe Tel No: 043 6434775/6

**POST 26/138**

**OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:** ECHEALTH/OPMHC/NQAC/01/06/2018

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Mbhashe Sub District, Nqandu Clinic

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms X Bushula Tel No: 047 489 2417/16
POST 26/139: OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NORC/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Buffalo City Metro, Jaftha Clinic

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

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

POST 26/140: OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X3 POSTS)

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Alfred Nzo District: Dundee Clinic Ref No: ECHEALTH/OM-PHC/DUND/01/06/2018
Rode Clinic Ref No: ECHEALTH/OM-PHC/RODC/01/06/2018
Mapelani Clinic Ref No: ECHEALTH/OM-PHC/MAPC/01/06/2018

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms K Praim Tel No: 0397976070

POST 26/141: OPERATIONAL MANAGER SPECIALTY (OPD & CASUALTY REF NO: ECHEALTH/OMS/BEDFH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms L H Slatsha Tel No: 046 685 0046

POST 26/142: OPERATIONAL MANAGER SPECIALTY REF NO: ECHEALTH/OMS/KOH/01/06/2018 (X5 POSTS)

SALARY: R532 449 – R599 274 per annum (OSD)

CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Mandindi –Tel No: 045 858 8400

POST 26/143: OPERATIONAL MANAGER SPECIALTY REF NO: ECHEALTH/OMS/DVDH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)

CENTRE: Buffalo City Metro, Duncan Village Day Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Hlulani Tel No: 043 7433 006/057
POST 26/144: OPERATIONAL MANAGER SPECIALTY REF NO: ECHEALTH/OMS/GRH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Buffalo City Metro, Grey Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Phillip Tel No: 043 643 3304

POST 26/145: OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OMS/GRH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Buffalo City Metro, Grey Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Theatre Technique accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Phillip Tel No: 043 643 3304

POST 26/146: OPERATIONAL MANAGER SPECIALTY (NEONATAL WARD) REF NO: ECHEALTH/OMS/TAFH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Amathole District, Tafalofefe Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5
years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms V. Motabele – Tel No: 047 498 0026

**POST 26/147**: OPERATIONAL MANAGER SPECIALTY REF NO: ECHEALTH/OMS/NKQH/01/06/2018

**SALARY**: R532 449 – R599 274 per annum (OSD)

**CENTRE**: Buffalo City Metro, Nkqubela TB Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms K Somana - Tel No: 043 761 2131

**POST 26/148**: OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: ECHEALTH/OMS/CMH/01/06/2018

**SALARY**: R532 449 – R599 274 per annum (OSD)

**CENTRE**: Buffalo City Metro, Cecilia Makiwane Regional Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
ENQUIRIES: Ms P Mncotso Tel No: 040 708 2121

POST 26/149: OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OMS/CALH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Chris Hani District, Cala Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Theatre Technique accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Mr S Zihlangu Tel No: 047 877 0129

POST 26/150: OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS/FH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Chris Hani District, Frontier Regional Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology accredited with the SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Tywabi - Tel No: 0833780777

POST 26/151: OPERATIONAL MANAGER SPECIALTY (ICU) REF NO: ECHEALTH/OMS-ICU/GGH/01/06/2018

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: Chris Hani District, Glen Grey Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms N Ralushe Tel No: 047 878 2800

**POST 26/152**: OPERATIONAL MANAGER SPECIALTY (ANTENATAL) REF NO: ECHEALTH/OMS-AN/TAFH/01/06/2018

**SALARY**: R532 449 – R599 274 per annum (OSD)

**CENTRE**: Chris Hani District, Glen Grey Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology accredited with the SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms N Ralushe Tel No: 047 878 2800

**POST 26/153**: OPERATIONAL MANAGER SPECIALTY (LABOUR WARD) REF NO: ECHEALTH/OMS-LAB/GGH/01/06/2018

**SALARY**: R532 449 – R599 274 per annum (OSD)

**CENTRE**: Chris Hani District, Glen Grey Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with
patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms N Ralushe Tel No: 047 878 2800

POST 26/154 : OPERATIONAL MANAGER SPECIALTY (OPD) REF NO: ECHEALTH/OMS/TBH/01/06/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Ophthalmic Nursing Science/Orthopaedic Nursing science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Mr Khohliso Tel No: 039 737 3107

POST 26/155 : OPERATIONAL MANAGER SPECIALTY REF NO: ECHEALTH/OMS/NOMCHC/01/06/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Chris Hani, District Nomzamo CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in accredited with SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.

ENQUIRIES : Ms Nyoka Tel No: 0458071110/1101

POST 26/156 : CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: ECHEALTH/CMOP/LIVH/01/06/2018

SALARY : R440 982 – R489 429 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a Medical Orthotics and Prosthetist. (3) Three years’ experience as a Medical
Orthotist and Prosthetist. HPCSA registration certificate with HPCSA as a Medical Orthotist and Prosthetist and proof of current registration. Valid Driver’s license. Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

**DUTIES**
To administer the operations, management and good governance and supervision of the production of all Orthotics and Prosthetics manufactured in the department. Manage, mentor and monitor proper utilization of human, material and physical resources, through the implementation of appropriate systems and measures. Monitor and evaluate services rendered in order to implement continuous quality improvement programs. Accountable for clinical mentoring and training of students and interns. Provide Human Resources, Administrative, Financial and Clinical support services. Implement PMDS policy. Maintain professional practices, standards and procedures. Promote safe and healthy work practices in line with applicable legislation. Work within a multi-disciplinary team. Provide quarterly out-reach clinics throughout the Western Region of the Eastern Cape Province.

**ENQUIRIES**
Mr H. Van Der Westhuizen Tel No: 083 708 2863

**POST 26/157**: CHIEF RADIOGRAPHER (RADIOTherapy): Radiation Oncology Radiation Grade 1 REF NO: ECHEALTH/CRGR/FTH/01/06/2018

**SALARY**: R440 982 – R489 429 per annum (OSD)

**CENTRE**: Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**: National Diploma/ degree in Radiotherapy or equivalent qualification. Registration certificate with HPCSA, plus proof of payment for the period April 2018– March 2019 (HPCSA card or receipt). A minimum of three (3) years post graduate experience in a Radiation Oncology department, preferably at a secondary or tertiary institution. At least two (2) years supervisory/ managerial experience on the operational platform in a Radiation Oncology department. Knowledge of relevant quality assurance and control procedures for radiation safety for a Radiation Oncology department in accordance to Radiation Control requirements. Willingness to work shifts when required. Good interpersonal, supervisory, presentation and computer skills.

**DUTIES**: Provide a Radiation Oncology service by delivering cost effective, optimal quality care and treatment to the cancer patient. Managing the day to day operations of the unit. Prioritise the workload to ensure a minimum waiting time and an acceptable waiting list. Control supervise and co-ordinate activities in the preparation, planning and treatment of patients. Assist with policy, protocol and program development in the department. Assist with ordering and stock control within the department. Ensure accurate record keeping and statistics. Manage all resources (physical, human, financial) in the unit in conjunction with the Assistant Director. Monitor and perform quality assurance procedures on the equipment and ensure that QA/QC of the equipment is properly maintained in accordance with Radiation Control requirements. Ensure appropriate patient care. Participate with clinical audits. Provide administrative and information support to the Assistant Director. Participate in training and teaching of Radiation Therapists, undergraduate students, community service radiographers and medical interns. Participate in continuing development programmes.

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

**POST 26/158**: CHIEF RADIOGRAPHER GRADE 1 REF NO: ECHEALTH/CRGR/BHI/01/06/2018

**SALARY**: R440 982 – R489 429 per annum (OSD)

**CENTRE**: Buffalo City Metro, Bhisho Hospital

**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) as Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer (Independent Practitioner). Experience: A minimum of 3 years appropriate experience as a
Diagnostic Radiographer (Independent Practitioner) after registration with the HPCSA. Knowledge of radiation protection, quality assurance and equipment safety pertaining to CR, CT, Theatre, mobile and general radiography protocols. Excellent computer skills (i.e. MS Word, Excel and PowerPoint). Good interpersonal and supervisory skills.

**DUTIES**: Responsible for the control, supervision, delegation and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area and participate in research related to the Clinical areas. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and give administrative and information support to the Head of Department.

**ENQUIRIES**: Ms Mnyipika Tel No: 040 635 2958

**POST 26/159**: OPERATIONAL MANAGER GENERAL GRADE 1- REF NO: ECHEALTH/OMS/01/06/2018 (X2 POSTS)

**SALARY**: R420 318 – R473 067 per annum (OSD)

**CENTRE**: Buffalo City Metro, Nontyatyambo CHC

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**: Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

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

**POST 26/160**: OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/KOH/01/06/2018

**SALARY**: R420 318 – R473 067 per annum (OSD)

**CENTRE**: Chris Hani District, Komani Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**: Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**: Ms Mandindi –Tel No: 045 858 8400
POST 26/161 : OPERATIONAL MANAGER GENERAL GRADE 1 REF NO: ECHEALTH/OM-G/FTH/01/06/2018

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Diploma/ Degree in nursing that allows registration with SANC as a Professional Nurse. One year Post basic Qualification in Nursing Administration. One year post basic qualification in Nursing Education will be an added advantage. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse – General with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Must have a driver’s license.

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

ENQUIRIES : Ms N Mhitshana Tel No: 043 709 2487/2532

POST 26/162 : OPERATIONAL MANAGER GENERAL (NIGHT SUPERVISION) REF NO: ECHEALTH/OM/MRH/01/06/2018

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Diploma/ Degree in nursing that allows registration with SANC as a Professional Nurse. One year Post basic Qualification in Nursing Administration. One year post basic qualification in Nursing Education will be an added advantage. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Must have a driver’s license.

DUTIES : Supervise nursing care during the night. Effective communication with all members of the staff and ensure quality patient core monitor and critically evaluate nursing service. Provide relevant health information to healthcare and rehabilitation of patients. Participation in the analysis formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human and material resources. Coordinate and supervise related nursing duties to ensure implementation of effective performance management.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 26/163 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (X16 POSTS)

SALARY : R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)
CENTRE : OR Tambo District:
Bika Clinic Ref No: ECHEALTH/PN-S/BKC/01/06/2018 (X2 Posts)
Bityi Clinic Ref No: ECHEALTH/PN-S/BTC/01/06/2018 (X2 Posts)
PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (X4 POSTS)

REQUIREMENTS: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse General plus a post basic nursing qualification with duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognise experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES: Mr SS Stuma Tel No: 047 502 9016

POST 26/164

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (X4 POSTS)

CENTRE: Alfred Nzo District, Dundee Clinic (X2 Posts) Ref No ECHEALTH/PN-S/DUNDC/01/06/2018

Rode Clinic Ref No: ECHEALTH/PN-S/RODC/01/06/2018 (X2 Posts)

REQUIREMENTS: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognise experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES: Ms K Praim Tel No: 0397976070

POST 26/165

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/KOMH/01/06/2018 (X2 POSTS)

CENTRE: Chris Hani District, Komani Hospital

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

**DUTIES**

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

**ENQUIRIES**

Ms Mandindi – Tel No: 045 858 8400

**POST 26/166**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (THEATRE) REF NO: ECHEALTH/PROFS/GRH/01/06/2018

**SALARY**

R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Buffalo City Metro, Grey Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms Phillip Tel No: 043 643 3304

**POST 26/167**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (THEATRE) REF NO: ECHEALTH/PROFS/FTH/01/06/2018

**SALARY**

R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Operating Theatre Nursing Science accredited in terms of Government Notice R212 with SANC. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recogisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to
DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

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

POST 26/168: PROFESSIONAL NURSE SPECIALTY (ICU) GRADE 1-2 REF NO: ECHEALTH/PROFS/FTH/01/06/2018

SALARY: R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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

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

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

POST 26/169: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/MDZH/01/06/2018 (X7 POSTS)

SALARY: R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE: Alfred Nzo District, Madzikane KaZulu Hospital

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

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

**ENQUIRIES**
Mr Sigola Tel No: 039 255 8200/11/12

**POST 26/170**
**PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:**
**ECHEALTH/PROFS/STPH/01/06/2018**

**SALARY**
R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
Alfred Nzo District, St Patricks Hospital

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

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

**ENQUIRIES**
Ms Jafta Tel No: 039 251 0236

**POST 26/171**
**PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO:**
**ECHEALTH/PROFS/TBH/01/06/2018 (X9 POSTS)**

**SALARY**
R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
Alfred Nzo District, Taylor Bequest Hospital (Mataielele)

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

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

**ENQUIRIES**
Mr Khohliso Tel No: 039 737 3107
POST 26/172: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/BH/01/06/2018 (X8 POSTS)

**SALARY**
- R362 559 – R548 436 per annum (OSD)
  - Grade 1: R362 559 – R420 318 per annum (OSD)
  - Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
- Amathole District, Butterworth Hospital

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

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

**ENQUIRIES**
- Ms P Mtshemla Tel No: 047 401 9000

POST 26/173: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/MH/01/06/2018 (X15 POSTS)

**SALARY**
- R362 559 – R548 436 per annum (OSD)
  - Grade 1: R362 559 – R420 318 per annum (OSD)
  - Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
- Amathole District, Madwaleni Hospital

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

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

**ENQUIRIES**
- Mr Mfenguza Tel No: 047 573 8900/1/2

POST 26/174: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/VICH/01/06/2018 (X12 POSTS)

**SALARY**
- R362 559 – R548 436 per annum (OSD)
  - Grade 1: R362 559 – R420 318 per annum (OSD)
  - Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
- Amathole District, Victoria Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science/Paediatric Nursing Science/Operating Theatre Nursing Science accredited with SANC. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES: Ms Mangesi Tel No: 040 653 1141

POST 26/175: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/ASH/01/06/2018 (X10 POSTS)

SALARY: R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS: Chris Hani District, All Saints Hospital

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

ENQUIRIES: Ms NP Gcaza – Tel No: 047 548 4104.

POST 26/176: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/CH/01/06/2018 (X11 POSTS)

SALARY: R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS: Chris Hani District, Cradock Hospital

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

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

**ENQUIRIES**

Ms Danster Tel No: 048 881 2123

**POST 26/177**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/ANH/01/06/2018 (X9 POSTS)

**SALARY**

R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Joe Gqabi District, Aliwal North Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mr JS Ndzinde Tel No: 051 633 9629

**POST 26/178**

PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/EH/01/06/2018 (X6 POSTS)

**SALARY**

R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Joe Gqabi District, Empllisweni Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science/Paediatric Nursing Science/Operating Theatre Nursing Science accredited with SANC. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Mr Ndzinde Tel No: 051 633 9629

POST 26/179: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/UPH/01/06/2018 (X6 POSTS)

SALARY: R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE: Nelson Mandela Metro District, Uitenhage Provincial Hospital

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

ENQUIRIES: Mr P Oosthuizen Tel No: 041 995 1129

POST 26/180: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/HCH/01/06/2018 (X9 POSTS)

SALARY: R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE: OR Tambo District, Holy Cross Hospital

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

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

ENQUIRIES : Ms Nompandana – Tel No: 039 252 2026/8.

POST 26/181 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/MMH/01/06/2018 (X14 POSTS)

SALARY : R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Malizo Mpehle Hospital

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

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

ENQUIRIES : Ms Makalima Tel No: 047 542 6300

POST 26/182 : PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/STBH/01/06/2018 (X9 POSTS)

SALARY : R362 559 – R548 436 per annum (OSD)
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, St Barbanas Hospital

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

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

ENQUIRIES : Ms U Toni – Tel No: 047 555 5300

POST 26/183 : RADIOGRAPHER GRADE 1 REF NO: ECHEALTH/RGR/GRH/01/06/2018

SALARY : R300 828 – R342 357 per annum (OSD)
CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer.

DUTIES: Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES: Ms Phillip Tel No: 043 643 3304

POST 26/184: CASE MANAGER – REF NO: ECHEALTH/CLINA/MRH/01/06/2018

SALARY: R299 709 – R353 043 per annum (Level 08)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Basic qualification accredited with SNC in terms of government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Computer literacy. Knowledge of National Health Prescripts. Ability to work with multidisciplinary team. Participate in quality improvement programs. Excellent written and verbal communication and interpersonal relation skills. Service delivery innovation in line with Batho Pele and National Core Standards. Good verbal and written communication skills.

DUTIES: Provide quality nursing care with the scope of practice. Implement relevant legislation. Functions as member of multidisciplinary team. Provide 24 hour services (shift worker). Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES: Ms Mkhosi Tel No: 047 502 4143/4008.

POST 26/185: CLINICAL ASSOCIATE – REF NO. ECHEALTH/CLINA/VH/01/06/2018 (X2 POSTS)

SALARY: R242 475 – R285 630 per annum (Level 07)

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Ms L Mangesi Tel No: 040 653 1141

POST 26/186: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/TOWH/01/06/2018 (X5 POSTS)

SALARY: R241 908 – R459 294 per annum (OSD)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. 

Grade 1: No experience required, 

Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. 

Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient
ENQUIRIES: Mrs V Whitecross Tel No: 046 645 5008

POST 26/187: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/GRH/01/06/2018 (X4 POSTS)

SALARY: R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms Phillip Tel No: 043 643 3304

POST 26/188: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/BCMHD/GH01/06/2018

SALARY: R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE: Buffalo City Metro, Mpongo Clinic

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

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

POST 26/189 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/ASH/01/06/2018

SALARY : R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, All Saints Hospital

Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within precepts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms NP Gcaza –Tel No: 047 548 4104

POST 26/190 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/MMMH/01/05/2018 (X5 POSTS)

SALARY : R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Dr Malizo Mpehle Memorial Hospital

Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within precepts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To
ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMD). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms Makalima Tel No: 047 542 6300

POST 26/191: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/LIVH/01/06/2018

SALARY: R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE NAME: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMD). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms Du Preez Tel No: 041 405 2647

POST 26/192: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/DNH/01/06/2018

SALARY: R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE NAME: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set
standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :
Mr J Johaar Tel No: 041 406 4435

POST 26/193 :
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:
ECHEALTH/PN/FRON/H/01/06/2018

SALARY : R241 908 – R459 294 per annum (OSD)
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE : Chris Hani District, Frontier Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :
Ms Tywabi - Tel No: 083 378 0777

POST 26/194 :
ECG AUXILIARY WORKER REF NO: ECHEALTH/ECGFTH01/06/2018

SALARY : R198 273 – R226 707 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Standard 8 minimum qualification with least 1 year of general hospital experience. (Previous experience in ECG work would be an advantage but is not essential. Have basic computer skills for using MS Word and MS Excel programs and ability and willingness to learn the use of the HMS2 patient management system.

DUTIES : Prepare patients and record ECGs in the ECG department and in the hospital wards and clinics as required. Prepare patients and record lung function tests in the ECG department and in the wards and clinics as required. Monitor and order stock (ECG and lung function paper, ECG electrodes, Lung function mouth pieces, etc.) as required. Ensure appropriate care, cleaning and maintenance of delicate and expensive equipment. (ECG and lung function machines and computer.) Keep accurate records of all tests performed.

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

POST 26/195 :
PHARMACY ASSISTANT POST BASIC GRADE 1-3 REF NO:
ECHEALTH/PA-PB/FTH/01/06/2018

SALARY : R196 218 – R282 165 per annum (OSD)
Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post-Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after
registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES:** Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

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

**POST 26/196:** PHARMACY ASSISTANT POST BASIC GRADE 1-3 (X8 POSTS)

**SALARY:** R196 218 – R282 165 per annum (OSD)
Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)

**CENTRE:** OR Tambo District:
Bika Clinic Ref No: ECHEALTH/PHARM-PB/BKC/01/06/2018
Bityi Clinic Ref No: ECHEALTH/PHARM-PB/BTC/01/06/2018
Centuli Clinic Ref No: ECHEALTH/PHARM-PB/CENC/01/06/2018
Gengqe Clinic Ref No: ECHEALTH/PHARM-PB/GENC/01/06/2018
Philani Clinic Ref No: ECHEALTH/PHARM-PB/PHILC/01/06/2018
Sakhela Clinic Ref No: ECHEALTH/PHARM-PB/SAKC/01/06/2018
Tabase Clinic Ref No: ECHEALTH/PHARM-PB/TABC/01/06/2018
Tyelebana Clinic Ref No: ECHEALTH/PHARM-PB/TYEC/01/06/2018

**REQUIREMENTS:** As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post Basic). Registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 1:** No experience required after registration as a Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES:** Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES:** Mr SS Stuma Tel No: 047 502 9016.

**POST 26/197:** PHARMACY ASSISTANT POST BASIC GRADE 1-3 (X2 POSTS)

**SALARY:** R196 218 – R282 165 per annum (OSD)
Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)

**CENTRE:** Alfred Nzo District:
Dundee Clinic Ref No: ECHEALTH/PHARM-PB/DUNC/01/06/2018
Rode Clinic Ref No: ECHEALTH/PHARM-PB/RODC/01/06/2018

**REQUIREMENTS:** As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post Basic). Registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES:** Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-
pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES : Ms K Praim Tel No: 0397976070

POST 26/198 : STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/ASH/01/06/2018

SALARY : R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, All Saints Hospital

ENQUIRIES : Ms NP Gcaza – Tel No: 047 548 4104

CENTRE : Chris Hani District, Frontier Regional Hospital

POST 26/199 : STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/FH/01/06/2018

SALARY : R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)

DUTIES : Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and reassurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms Tywabi – Tel No: 0833780777

POST 26/200 : STAFF NURSE GRADE 1-3 (X16 POSTS)

SALARY : R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE : OR Tambo District:
Bika Clinic Ref No: ECHEALTH/SN/BKC/01/06/2018 (X2 Posts)
Bityi Clinic Ref No: ECHEALTH/SN/BTC/01/06/2018 (X2 Posts)
Centuli Clinic Ref No: ECHEALTH/SN/CENC/01/06/2018 (X2 Posts)
Gengqe Clinic Ref No: ECHEALTH/SN/GENC/01/06/2018 (X2 Posts)

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Philani Clinic Ref No: ECHEALTH/SN/PHILC/01/06/2018 (X2 Posts)
Sakhele Clinic Ref No: ECHEALTH/SN/SAKC/01/06/2018 (X2 Posts)
Tabase Clinic Ref No: ECHEALTH/SN/TABC/01/06/2018 (X2 Posts)
Tyelebana Clinic Ref No: ECHEALTH/SN/TYEC/01/06/2018 (X2 Posts)

**REQUIREMENTS**
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**
To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**
Mr SS Stuma Tel No: 047 502 9016

**POST 26/201**
STAFF NURSE GRADE 1-3 (X4 POSTS)

**SALARY**
R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)

**CENTRE**
Alfred Nzo District:
Dundee Clinic Ref No: ECHEALTH/SN/DUNDC/01/06/2018 (X2 Posts)
Rode Clinic Ref No: ECHEALTH/SN/RODC/01/06/2018 (X2 Posts)

**REQUIREMENTS**
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**
To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**
Ms K Praim Tel No: 039 7976 070

**POST 26/202**
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/NQACHC/01/06/2018

**SALARY**
R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)
CENTRE: Mnquma Sub-District, Nqamakwe CHC

REQUIREMENTS:
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES:
To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES:
Ms. N. Tengwa Tel No: 047491 0740

POST 26/203: STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/STAFFN/TOWH/01/06/2018 (X2 POSTS)

SALARY:
R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS:
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES:
To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES:
Mrs V Whitecross - Tel No: 046 645 5008

POST 26/204: STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SDN/DNH/01/06/2018

SALARY:
R161 376 – R280 437 per annum (OSD)
Grade 1: R161 376 – R181 620 per annum (OSD)
Grade 2: R192 681 – R216 861 per annum (OSD)
Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS:
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in
Nursing after registration as a Staff Nurse. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**

Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**

Mr J Johaar Tel No: 041 406 4435

**POST 26/205**

**STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/LIVH/01/06/2018**

**SALARY**

- Grade 1: R161 376 – R280 437 per annum (OSD)
- Grade 2: R192 681 – R216 861 per annum (OSD)
- Grade 3: R228 027 – R280 437 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**

Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1**: No experience required. **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

**DUTIES**

Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES**

Ms Du Preez Tel No: 041 405 2647

**POST 26/206**

**NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/TOH/01/06/2018 (X8 POSTS)**

**SALARY**

- Grade 1: R124 788 – R140 454 per annum (OSD)
- Grade 2: R147 690 – R166 221 per annum (OSD)
- Grade 3: R176 331 – R218 861 per annum (OSD)

**CENTRE**

Amathole District, Tower Hospital

**REQUIREMENTS**

Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1**: No experience required. **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

**DUTIES**


**ENQUIRIES**

Mrs V Whitecross – Tel No: 046 645 5008

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ENQUIRIES : Ms Tywabi - Tel No: 0833780777

POST 26/210 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/DNH/01/06/2018

SALARY : R124 788 – R216 861 per annum (OSD)
Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R218 861 per annum (OSD)

CENTRE : Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Mr J Johaar Tel No: 041 406 4435

POST 26/211 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/LIVH/01/06/2018

SALARY : R124 788 – R216 861 per annum (OSD)
Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R218 861 per annum (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES : Ms Du Preez Tel No: 041 405 2647

POST 26/212 : PHARMACIST ASSISTANT BASIC GRADE 1 – 3 REF NO: ECHEALTH/BISH/01/06/2018

SALARY : R115 818 – R214 554 per annum (OSD)
Grade 1: R115 818 – R122 928 per annum (OSD)
Grade 2: R156 957 – R179 451 per annum (OSD)
Grade 3: R184 875 – R214 554 per annum (OSD)

CENTRE : Buffalo City Metro, Bhisho Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees. Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.
DUTIES:
- Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary.
- Validation and dispensing prescriptions. Provide information to clinics and the public.
- Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient’s ready pack.
- Work under indirect supervision of Pharmacist.
- Storage and distribution of pharmaceuticals. Cold chain management in the hospital.

ENQUIRIES:
Ms Mnyipika Tel No: 040 635 2958

OFFICE OF THE PREMIER

APPLICATIONS:
The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION:
Mnikelo Mbangi

CLOSING DATE:
13 July 2018

NOTE:
Short-listed candidates will be subjected to security clearance. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply. Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver’s license must be attached. Failure to comply with the above may result in immediate disqualification.

MANAGEMENT ECHELON

POST 26/213:
HEAD OF THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM (REF NO: DRDAR/1/2018)
(Five-year performance based contract)

SALARY:
All-inclusive remuneration package of R1 782 687 per annum (Level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE:
Head Office – Bhisho

REQUIREMENTS:
An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to rural development or agriculture; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to rural development and agriculture; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the rural development or agrarian environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the agriculture sector or rural development would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.

DUTIES:
Providing strategic leadership and managing departmental operations.
Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring integrated infra-
and interdepartmental planning, collaboration and delivery of rural development and agrarian reform programmes and services. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Ensuring the improvement of equitable agricultural productivity for food security, economic growth and development through promoting and supporting farming. Ensuring the promotion of sustainable rural communities through the facilitation and coordination of rural development in the Province. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems and the compliance monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services; customer and stakeholder participation in planning, service delivery and decision making; and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Oversee provision of corporate management services in the department.

ENQUIRIES
Mr. Mnikelo Mbangi Tel No: (040 609 6424) or (Mr Lauurence van Zuydam Tel No: (040 609 6460)

PROVINCIAL TREASURY

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

APPLICATIONS
Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR ATTENTION
Ms Boneiwa Ndayi

CLOSING DATE
13 July 2018

NOTE
Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

OTHER POSTS
POST 26/214: DEPUTY DIRECTOR: TRANSVERVAL RISK MANAGEMENT: REF NO: PT
02/06/2018
Purpose: To manage the implementation of risk management services in Provincial Departments and Public Entities.

SALARY: R657 558 per annum Level 11
CENTRE: Bhisho
DUTIES: Facilitate the Development and Maintenance of Provincial Risk Register: Compile Provincial Risk Register in accordance to risk management framework and best practices principles. Maintain and ensure accuracy of the provincial risk register. Develop risk mitigation plans. Monitor, Enforce and Report on the Implementation of Risk Management Framework: Monitor bi-annual Risk Assessments in Provincial Departments, Public Entities and Municipalities. Draft oversight reports on the assessments. Facilitate development of risk assessment profiles for provincial departments, Public Entities and Municipalities. Conduct risk assessments, develop risk  management plan and monitor implementation of the plan and report on progress. Develop risk management protocols and monitor implementation thereafter. Provide technical support on risk management to provincial departments, Public Entities and Municipalities. Assist in the development and facilitate the implementation of risk management guidelines and procedures. Facilitate and conduct training on Risk Management. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP’s) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 26/215: DEPUTY DIRECTOR: CFO SUPPORT (CONTRACT) REF NO: PT03/06/2018
Contract: This is 18 months contract i.e. up to 31 March 2020.

SALARY: R657 558 per annum Level 11
CENTRE: Bhisho
REQUIREMENTS: A three-year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognized university) in Auditing/Local Government Finance coupled with 5 years’ experience of which 3 years’ managerial experience in a local government/auditing management environment. Ability to write reports and analyze. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and mSCOA.
DUTIES: Reporting to the Director: CFO Support, the incumbent will analyse, and advise on municipal Internal Audit Committees and Risk Management to inform appropriate support and corrective action by Provincial Treasury (PT) and all relevant stakeholders. Conduct Internal Audit and Audit Committees reviews to assess compliance with MFMA and adoption of best practices. Conduct quality assurance reviews (QAR) as and when required. Participate
in CAE Forum. Provide support to Audit Committees, e.g. attendance of meetings, interviewing and selection of potential members, induction of new members etc. on behalf of the Director. Support research into municipal Internal Audit and Audit Committees. Support to local government and provincial oversight structures by providing information on Internal Audit and Audit Committees as and when required. Provide on-going support to prioritized municipalities through Strategic Support Plans agreed to by the municipality and PT.

ENQUIRIES

POST 26/216
WEBMASTER: ASSISTANT DIRECTOR LEVEL REF NO: PT04/06/2018
Purpose: To develop and provide the departmental website and intranet support services

SALARY
R334 545 per annum Level 09

CENTRE
Bhisho

REQUIREMENTS
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 year’s experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL. Skills and Competencies: Web Application and Website Development. Programming procedures. Data processing requirements. MS Visual Studio, #C, Asp.net, Java, WCF, Reports Designing. MS SQL, MySQL server or other database software. Computer systems, operations equipment, programming languages, programming system analysis and design. Programming procedures and programming languages. Business management systems. Flow charts and Programming logic and codes. Technical instructions. MS Excel.

DUTIES
Render Support in the Development of Policies and Procedure for the Department: Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render Support in the Development of Website and Intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best–practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website, Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render Support to End Users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. Design and Develop Programmes: Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. Database Maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Application Testing and Quality Assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly.

ENQUIRIES

can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 26/217  ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: PT05/06/2018

Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

SALARY: R334 545 per annum Level 09

CENTRE: Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Public Finance/Economics or relevant field plus Minimum of 3 years’ practical experience in budget management environment at an officer Level (Level 7 or higher). Skills and Competencies: Knowledge of Microsoft Office especially Advanced Excel, Graphs and Pivot Table Interpretation. Experience in report writing, budgeting preparation, budget reporting and analysis. Knowledge of BAS, PERSAL and Vulindlela. Knowledge and application of PFMA; National Treasury Regulations (NTR) & DORA.

DUTIES:
Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes: Assist with the reviewing and improving on the previous year’s internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and apps to budgets within performance Budgeting Guidelines. Assist in the preparation for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department cfos and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department’s input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main mtces. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous years financial and non-financial performance. Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels: Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded. Provide Assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to National and Provincial policy priorities. Assist departments with the crafting of Strategic plans, APP’s, Operational / Business Plans. Assist with the analysis of departmental SP, apps and OPS plans and budgets as well as their alignment with mandated policy priorities and compliance with National Treasury frameworks. Assist with the monthly iym analysis on revenue and expenditure and with providing feedback to department: Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to
ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. Assist with the analysis of Quarterly Performance Reports (QPR) and in the provision of feedback to departments: Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and letters to departments. Assist with site visits undertaken.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 26/218: ASSISTANT DIRECTOR: ASSET & FLEET REF NO: PT06/06/2018
Purpose: To render support in the Effective and Efficient Management of Asset and Fleet Management Services in the Department.

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Logistics Management / B.Com in Accounting / Financial Management or any other related field coupled with Minimum 3 years’ experience in Asset Management / Procurement / Logistics environment at an officer Level (Level 7 or higher).

DUTIES: Render support in the Development and Implementation of asset Management Policies, Procedures & Strategy: Assist review Asset and Fleet Management Policies. Conduct research on best practice with regard to Asset and Fleet Management Policies. Draft recommendations of improvements and submit for approval. Facilitate workshop on approved asset and fleet policies. Maintain asset register, including; acquisitions, maintenance management, transfers and valuations: Ensure accurate Asset and Finance Lease Registers are effectively maintained in compliance with legislative requirements and accounting standards. Conduct Asset verification. Investigate and report on variances, make necessary recommendations to resolve discrepancies. Conduct monthly asset reconciliations and resolve un-cleared items. Monitor asset acquisition, maintenance and disposal plans. Manage departmental fleet including conducting needs assessment, manage subsidised and ad-hoc hired motor vehicles needs. Ensure optimal utilisation of departmental fleet. Monitor the accounts payables of Transport Government Trading Entity. Ensure safety and routine vehicle checks are adhered to both statutory requirements and departmental approved policies: Coordinate the scheduled major and periodic vehicle maintenance with management and staff to minimize service interruptions. Monitor the staff performing repairs and maintenance to equipment, vehicles and facilities and report fault findings to the Deputy Director. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 26/219: PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES: REF NO: PT07/06/2018
Purpose: To facilitate the implementation of Conditions of Service in the Department.

SALARY: R226 611 per annum Level 07
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised
DUTIES
Facilitate the implementation of services benefits: Process and verify applications for home owners and for tenants allowances. Process state guarantees. Process leave gratuity and discounting applications. Process pension withdrawal forms and timeous termination of employees that exited the department. Process and verify calculations for S & T's, process resettlement claims and quality check all the required attachments. Approve transactions on PERSAL. Administer leave matters: Conduct quarterly leave reconciliations. Facilitate the implementation of PILIR in the department. Submit correspondence for approval of recommendations made by PILIR. Inform employees of their status with regard to temporary incapacity leave applications. Represent department on PILIR steering committee. Approve leave applications on PERSAL. Approve leave gratuity and discounting. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the supervisor. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

ENQUIRIES
can be directed to Ms B Ndayi Tel No: 040 1010 072/071

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

APPLICATIONS
Head Office: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605; Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605
Joe Gqabi District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrance, Aliwal North.
Sarah Baartman District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.
Alfred Nzo District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff.

CLOSING DATE
13 July 2018 @ 15H00

NOTE
Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be
subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

POST 26/220: MANAGER: SPECIAL PROGRAMMES UNIT REF NO: DSRAC 01/06/2018

SALARY: An all-inclusive remuneration R657 558 (Level 11)
CENTRE: Head Office
REQUIREMENTS: A three-year Bachelor Degree/Diploma in Social Sciences or a relevant qualification with five years’ experience at Supervisory Level in the relevant field or Matric plus 10 years’ experience in the relevant field. Knowledge of Public Service Legislation and policies in relation to the designated groups. Excellent report writing ability. Computer Literacy, good communication skills (written and verbal). Good interpersonal relations and leadership skills. Must be in possession of a valid code 08 driving licence.
DUTIES: Manage the Special Programs Unit of the Department. Oversee the implementation of awareness campaigns and programs aimed at the empowerment of Women, Youth, Disabled persons, Children and the Elderly in line with the mandate of the Department. Monitor, advise and advocate for the mainstreaming of programs for the advancement of the designated groups within the Department. Develop and oversee the implementation of the budget of the unit. Responsible for Annual and Operational plans. Represent the unit in all integrated forums aimed at advancing programs for the designated groups. Coordinate and ensure integration and alignment of SPU plans with the broader Departmental plans. (Persons with disabilities are encouraged to apply).
ENQUIRIES: Ms. R. Loots Tel No: 043 492 0949

POST 26/221: ASSISTANT MANAGER: SPECIAL PROGRAMMES UNIT REF NO: DSRAC 02/06/2018

SALARY: An all-inclusive remuneration R334 545 (Level 09)
CENTRE: Sarah Baartman District (Grahamstown)
REQUIREMENTS: A three-year Bachelor Degree/Diploma in Social Science/Marketing/Communication or Equivalent qualification plus 3 years’ experience dealing with Special Programmes or Communication/Marketing environment or Matric plus 10 years’ experience dealing with Special Programmes or Communication/Marketing field. Understanding of Government prescripts, Good communication skills, (both verbal and written), interpersonal skills, report writing skills, analytical skills and passion to work with people with disabilities. Must be in possession of a valid code 08 driving licence.
DUTIES: To provide technical assistance to special groups. Develop & implement special programmes in the District. To raise awareness and lobby for special programmes and projects. Promote relations between gender, youth, older persons, children and forums for people with disabilities. Work hand in hand with youth and children advisory councils and HIV&AIDS structures. Perform any related tasks and assignments as may be delegated by the Senior Manager.
ENQUIRIES: Mr V Ketelo Tel No: 046 6034244

POST 26/222: SCHOOL SPORT COORDINATOR (CONDITIONAL GRANT) X3 POSTS

SALARY: An all-inclusive remuneration R95 538 (5/8th) in lieu of benefits
CENTRE: Sarah Baartman District (Grahamstown) Ref No: DSRAC 03/06/2018
Alfred Nzo District (Mount Ayliff) Ref No: DSRAC 04/06/2018
Joe Gqabi District (Aliwal North) Ref No: DSRAC 05/06/2018
REQUIREMENTS: A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years’ experience in the areas of School Sport. Experience in the Sport Development continuum at administration, team management, coaching or technical officiating of schools and community sport in at least one sporting code. Experience of working with Sport and Recreation structure are essential. Good communication and
organising skills. Ability to work under pressure, advance computer literacy is essential. Must be in possession of a valid code 08 driving licence.

**DUTIES**

Coordinate the implementation of a schools sport league system in terms of the MPP Business Plan. Provide administration support to schools sport code structures with registration of schools, athletes to annual programme. Assist with the development and implementation of an athletes’ participation and development plan. Maintain credible records of registered schools, code structures and athletes. Provide support with the preparation and hosting of tournaments, festivals and competitions. Maintain database of resources distributed to schools. Overall administrator of training and development programmes.

**ENQUIRIES**

Sarah Baartman District (Grahamstown): Mr V Ketelo Tel No: 046 6034244
Alfred Nzo District (Mount Ayliff): Mr Gugwana Tel No: 039 254 0960
Joe Gqabi District (Aliwal North): Mr Y Dlamkile Tel No: 051 633 2090

**DEPARTMENT OF TRANSPORT (GFMS)**

**APPLICATIONS**

Applications can be forwarded through the following options: Hand Delivery: Office no 9 at 9 Cotton Road, Westbank, East London, Post to: The Head of Entity, Department of Transport, Private Bag X 0001, Westbank, East London, 5218.

**FOR ATTENTION**

Ms P. Mbewu

**CLOSING DATE**

13 July 2018

**NOTE**

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

**MANAGEMENT ECHELON**

**POST 26/223**

SENIOR MANAGER: INTERNAL AUDIT (REF NO: GFMS 03/06/2018)

One year fixed term contract performance based posts
This is a re-advertisement and those who applied previous are requested not to re-apply

**SALARY**

All-inclusive remuneration package: R948 174 per annum (Level 13). The package includes a basic salary (70% of package) and a flexible portion (30%) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance, Competency Assessment and the signing of a performance agreement within three months of appointment.

**CENTRE**

East London

**REQUIREMENTS**

A B. Com Degree or B. Tech (NQF Level 7) in Accounting/Internal Auditing with 10 years’ experience in Audit/ Finance management, of which 5 years must have been at Middle Management level in an internal audit environment. Certified Internal Auditor (CIA) will be an added advantage. Competencies: Strategic capability and leadership. Programme and project management. Problem-solving and analysis. Communication. People management and empowerment.
DUTIES: Manage, coordinate and provide internal audit services. Prepare and execute an Annual Internal Audit Plan. Provide assurance on established internal control procedures. Manage allocated resources of the Unit in line with legislative and policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Mrs. P. Mbewu Tel No: 043 731 1249

OTHER POSTS

POST 26/224: MANAGER: SCM (REF NO: GFMS 03/06/2018)

SALARY: R657 558 – R774 576. All-inclusive Package. (Level 11)
CENTRE: East London
REQUIREMENTS: A B. Degree/ National Diploma in Supply Chain Management or Finance. Minimum of 5 years relevant working experience in a Finance environment, of which 2 years must be in Supply Chain Management environment and managing a team at a supervisory level (level 9).
DUTIES: Manage demand management for the entity. Manage acquisition services for the entity. Develop and implement contracts management. Manage SCM team.
ENQUIRIES: Mrs. P. Mbewu Tel No: 043 731 1249

POST 26/225: ASSISTANT MANAGER: INTERNAL AUDITING REF NO: GFMS 05/06/2018 (X2 POSTS)
Component: Internal Audit

SALARY: R337 998 per annum plus 37% in lieu of benefits (Level 10)
CENTRE: East London
REQUIREMENTS: A B. Com degree or B. Tech in Accounting/Internal Auditing with 3-5 years experience in internal or external auditing. Certified Internal Auditor (CIA) will be added advantage. Competencies: Strategic capability and leadership; Programme and project management; Service delivery innovation; Problem-solving and analysis; Communication.
DUTIES: Conduct special and statutory audits. Prepare and present consolidated factual audit reports, and progress against the annual audit plan in line with the audit cycles as approved by the Audit Committee. Assist with the development, implementation and maintenance of statutory audit methodology.
ENQUIRIES: Mrs. P. Mbewu Tel No: 043 731 1249

POST 26/226: ASSISTANT MANAGER: ASSET MANAGEMENT (REF NO: GFMS 04/06/2018) (Permanent)

SALARY: R334 545 - R394 065 per annum, plus 37% in lieu of benefits (Level 09)
CENTRE: East London
DUTIES: Manage the maintenance of registers for fixed assets, operating leases and vehicle inventories. Maintenance of finance lease registers and reconciliations. Coordinate logistics management relating to fixed assets and consumables for the Trading Entity. Review of all reconciliations for PPE, Operating leases and Inventory. Promote correct implementation of sound asset management practices. Supervise employees to ensure an effective asset management service and undertake all administrative functions required.
ENQUIRIES: Mrs. P. Mbewu Tel No: 043 731 1249

POST 26/227: ASSISTANT MANAGER: HUMAN RESOURCE DEVELOPMENT (REF NO: GFMS 04/06/2018)

SALARY: R334 545 - 394 065 per annum, plus 37% in lieu of benefits (Level 09)
CENTRE: East London
**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mrs. P. Mbewu Tel No: 043 731 1249

**POST 26/228**

**ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE (REF NO: GFMS 01/06/2018)**

(Permanent)

**SALARY**

R267 756 - R306 156 per annum (OSD)

**CENTRE**

East London

**REQUIREMENTS**


**DUTIES**

Managing GFMS Suppliers- (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.

**ENQUIRIES**

Mrs. P. Mbewu Tel No: 043 731 1249

**POST 26/229**

**ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE REF NO: GFMS 06/06/2018)**

**SALARY**

R267 756 - R306 156 per annum plus 37% in lieu of benefits (OSD)

**CENTRE**

Mt Ayliff

**REQUIREMENTS**


**DUTIES**

Managing GFMS Suppliers- (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.

**ENQUIRIES**

Mrs. P. Mbewu Tel No: 043 731 1249

**POST 26/230**

**STATE ACCOUNTANT: ASSET MANAGEMENT (REF NO: GFMS 07/06/2018)**

**SALARY**

R226 611 per annum, plus 37% in lieu of benefits (Level 07)

**CENTRE**

East London

**REQUIREMENTS**

A B. Com. Degree or B Tech in Financial Accounting. Minimum of 3 years'relevant experience in finance in an accrual environment. Practical knowledge of Accounting Standards. Knowledge of financial system in an accrual environment will be an added advantage. A valid driving license.

**DUTIES**

Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manage maintenance of fixed asset register and ordering of assets (office furniture & equipment, computers, vehicle trackers, PPE, etc.). Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration

**ENQUIRIES**

Mrs. P. Mbewu Tel No: 043 731 1249
**POST 26/231**  
PA: OFFICE OF HEAD OF ENTITY REF NO: GFMS 08/06/2018

**SALARY**  
R226 611 per annum, plus 37% in lieu of benefits (Level 07)

**CENTRE**  
East London

**REQUIREMENTS**  

**DUTIES**  
Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to EXCO and management structures and track resolutions. Maintain entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget.

**ENQUIRIES**  
Mrs. P. Mbewu Tel No: 043 731 1249

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**POST 26/232**  
ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT (REF NO: GFMS 09/06/2018)

**SALARY**  
R152 862 - R180 063 per annum, plus 37% in lieu of benefits (Level 05)

**CENTRE**  
East London

**REQUIREMENTS**  
A B Degree/ National Diploma in Commerce with 2 years’ experience of which one (1) year must be in a warehousing/fleet environment. Valid code 08 driving license is essential. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy. Driving skills.

**DUTIES**  
Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Manage the post delivery services and key management of all vehicles.

**ENQUIRIES**  
Mrs. P. Mbewu Tel No: 043 731 1249
ANNEXURE S

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: The Department of Social Development, Private Bag x 20616, Bloemfontein 9300 or place applications in an application box at Standard Bank Building, Ground Floor, Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION: Ms. MV. Mophethe: Human Resource Planning and Advisory Services

CLOSING DATE: 13 July 2018

NOTE: Applications must be submitted on formZ.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 application was unsuccessful. 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. The competency assessment will be testing generic, managerial competencies using DPSA SMS competency assessment tools. 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.

MANAGEMENT ECHELON

POST 26/233: DIRECTOR STRATEGIC MANAGEMENT REF NO: CS 18/18

SALARY: An all-inclusive package of R948 174 per annum Level 13. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE REQUIREMENTS: Provincial Office (Bloemfontein)

DUTIES: Ensure the development, maintenance and/or successful implementation of the Department’s strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks. Ensure the development and/or review of the Department’s 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. To ensure that the capacity of the Department on matters related to strategic – and operational planning improved continuously. Ensure the operationalization of the Departmental Strategic Plan and Annual Performance Plan. This includes the following: Assisting and advising senior managers and managers on the development of Annual Operational Plans / Annual Work Programmes, taking into account the Annual Performance Plan as well as other activities of units not captured in the Annual Performance Plan. Represent the Department in national and/or provincial meetings on matters related to strategic – and operational planning. This include the following: Attend and participate in scheduled national and/or provincial meetings / for a. Ensure that resolutions
taken during national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and report thereon.

ENQUIRIES : Adv TJ Phahlo, Tel No: 0820440057, Provincial Office

OTHER POSTS

POST 26/234 : SOCIAL WORK MANAGER GRADE 1 ECD REF NO: SWS 06/18

SALARY : R755 598 - R850 443 per annum
CENTRE : Provincial Office (Bloemfontein)
DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms. R.C.M. Senatle Tel No: (051) 409 0630

POST 26/235 : DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: FS 15/18

SALARY : An all-inclusive package of R697 011 per annum Level 11. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : An Appropriate Bachelor's Degree or equivalent qualification in the field of management / Public Administration with a minimum of 5 years' experience in junior management position of which three years should have been in demand and acquisition environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulation, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and Supply Chain Management policies and circulars. Computer literate (Excel), Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.
DUTIES : Manage and coordinate the implementation and maintenance of Supply Chain Management with regard to demand and acquisition process in the Department. Address acquisition and demand enquiries to ensure the correct implementation of supply chain management practices. Ensure development and successful implementation of Departmental/Public Service policies on matters related to Supply Chain Management to adhere the relevant prescripts/legislation. Prepare in depth reports and statistics on Supply Chain Management issues. Manage risks with regard to Supply Chain Management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage the allocated human resources and assets of the Sub-directorate. Respond to audit communications and queries and should be able to develop working systems and standard operating procedures to ensure compliance to supply chain management processes.

ENQUIRIES : Mr. SS Thulo Tel No: 072 0724499
POST 26/236: **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: FS 04/18**

**SALARY**: An all-inclusive package R697 011 per annum (Level 11), structured in terms of the applicable remuneration rules.

**CENTRE**: Provincial Office (Bloemfontein)


**DUTIES**: Evaluate effectiveness and adequacy of the Department to sound corporate governance principles, compliance with all government regulations and legislative oversight requirements. Assist to develop an effective and professional relationship with the Audit Committee responsible for the department as well as external auditors. Provide administrative support to the Audit Committee in terms of logistics for meetings; documentation; plans and reports. Co-ordinate activities of the Internal Audit component with others so as to best achieve the objectives of the department and eliminate duplication of effort. Perform management and advisory services and render support to the CAE as required. Review the timeliness and appraising the effectiveness of corrective actions. Participate in the development of automated information systems to ensure that those systems incorporate necessary controls. Oversee and ensure timely completion of approved audit projects. Assist in preparation and review of the strategic and annual audit plan for approval by the Audit Committee. Identify audit areas, assign staff and financial resources to audit areas, provide timeframes for projects. Control and report time against budgeted hours. Arrange engagement meetings with the relevant role-players at the beginning of each audit. Compile audit workplan. Develop audit programmes. Develop audit procedures, compile system descriptions. Complete working papers. Review reliability and integrity of financial and operational information. Appraise the soundness and adequacy of controls. Determine compliance to acts, regulations and policies. Review the process of recording and safeguarding assets. Appraise the economy and efficiency with which resources are employed. Review outputs against objectives. Review the work of subordinates, ensure quality, compliance to IIA Standards. Review draft audit reports. Prepare final audit reports. Discuss findings, determine root cause, give audit opinion, and recommend corrective measures. Compile and monitor skills development plans. Compile personal development plans for team members. Conduct performance and development reviews. Applications are invited from interested & qualified parties to serve in the Department’s Internal Audit Unit.

ENQUIRIES: Mr. K. Mojatau Tel No: (051) 409 0745

POST 26/237: **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: FS 10/18**

**SALARY**: An all-inclusive package R697 011 per annum (Level 11), structured in terms of the applicable remuneration rules.

**CENTRE**: Provincial Office (Bloemfontein)

**REQUIREMENTS**: An appropriate Bachelor’s Degree in Communications, majoring in Public Relations and Marketing. Extensive recognized experience in the field of communications. A Valid driver’s license

**DUTIES**: Provide public relations and media liaison services at Provincial level. Perform duties and responsibilities as spokesperson for the Department of Social Development. Organize stakeholder briefings and exhibitions for the department and market the services of the department. Manage internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal news, letters etc. Provide speech writing services and editing of departmental documents Coordinate and facilitate all internal and external events in the department such as, outreach programmes, ministerial events, national commemorative days, etc., as well as development and
implementation of Event Management Strategy of the department. Manage and Develop the Performance of personnel

ENQUIRIES: Adv TJ Phahlo, 082 044 0057, Provincial Office

POST 26/238: CENTRE MANAGER X2 POSTS

SALARY: An all-inclusive package of R697 011 per annum (Level 11). The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE: Winkie Direko Secure Care Centre Ref No: DC 17/05/18
Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/66/18

REQUIREMENTS: An appropriate Bachelor’s Degree/ National Diploma or equivalent qualification. Registration with the appropriate South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 6-10 years relevant working experience in the field of Child and Youth care. Computer literacy. Valid Driver’s License

DUTIES: Management of the Residential Care Centre. Facilitated and plan development programmes for children. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to children in need of care or in conflict with the law. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES: Ms. B. Kgasane 083 446 3910

POST 26/239: PROFESSIONAL NURSE GRADE 2 (SPECIALITY NURSING) X4 POSTS

SALARY: R445 917 – R548 436 per annum. (The salary on appointment will be determined by the successful candidate’s previous appropriate experience)

CENTRE: Winkie Direko Ref No: DC 17/22/18 (X1 Post)
Thireletsong Place of Safety Ref No: DC 17/23/18 (X1 Post)
Matete Matches Ref No: DC 20/15/18 (X1 Post)
Thabo Mofutsanyana Secure Care Ref No: DC 19/14/18 (X1 Post)

REQUIREMENTS: Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.

ENQUIRIES: Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko, Mr. M. Speelman Tel No: 083 443 8267 Thireletsong, Ms. N. Moletsane Tel No: 079 098 7205 Matete Matches, Ms. Tlaka Tel No: 083 443 8195 Thabo Mofutsanyana Secure Care Centre

POST 26/240: SOCIAL WORK SUPERVISOR GRADE 1 (GENERIC SERVICES) REF NO: DC 19/62/18

SALARY: R363 507 – R421 404 per annum. (The salary on appointment will be determined by the successful candidate’s previous appropriate experience)

CENTRE: Leratong Children’s Home


DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result
in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Ms. E. Skosana Tel No: (058) 713 1824

POST 26/241: PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING) REF NO: DC 19/56/18 X2 POSTS

SALARY: R362 559 – R420 318 per annum. (The salary on appointment will be determined by the successful candidate’s previous appropriate experience)

CENTRE: Beyers Naude Substance Dependence Half Way House

REQUIREMENTS: Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.

ENQUIRIES: Mr. C.F. Botes Tel No: 082 568 0705

POST 26/242: ASSISTANT DIRECTOR: ADMIN SUPPORT SERVICES (X5 POSTS)

SALARY: A basic salary of R356 289 per annum (Level 09)

CENTRE: Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/21/18 (X1 Post) Tshireletsong Place of Safety Ref No: DC 17/06/18 (X1 Post) Winkie Direko Ref No: DC 17/07/18 (X1 Post) Boiketlong Ref No: DC 17/08/18 (X1 Post) Matete Matches Ref No: DC 20/18/18 (X1 Post)

REQUIREMENTS: Appropriate Bachelor’s Degree or equivalent applicable qualification and a minimum of 3 years’ experience in financial administration and supervisory abilities

DUTIES: Administer the budget of the Centre. Sensitize and keep the Centre Manager informed on matters related to the budget of the Centre e.g. spending patterns, overspending and/or under-spending, preparation of cash flow projections, etc. Liaise with the Centre Manager on matters relating to the budget, shifting of funds, etc. Prepare and submit budgetary inputs to the CFO (in consultation with the Centre Manager) on budget needs of the Centre. Perform all functions as Paymaster for the District. Collect, consolidate and prepare, in consultation with Senior Manager: District Services Financial and Non-Financial Performance Reports for submission to the Head of Department, CFO or any other stakeholders. Align expenditure with the business plan of the District and provide explanations for deviations. Serve as entry point to and from the District matters related to the budget of the District. Represent the District in departmental committees related to financial administration. Handle all enquiries related to the budget of the District. Be responsible for Human Resource Administration, Security Services, Supply Chain Management and general support.

ENQUIRIES: Ms. Tlaka (0834439185) Thabo Mofutsanyana Secure Care Centre
Mr. M. Speelman 083 443 8267 Tshireletsong Place of Safety
Winkie Direko Ms. Phandliwe Tel No: (051) 430 3410
Mr. G. Dipico Tel No: (051) 873 2159 Boiketlong
Ms. N. Moletsane 079 098 7205 Matete Matches

POST 26/243: ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND ADVISORY SERVICES REF NO: CS 06/18 X1 POST

SALARY: A basic salary of R356 289 per annum (Level 09)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: A Bachelor’s Degree in Human Resource Management or equivalent Qualification. A minimum of three (3) years relevant working experience. Computer literacy. A valid driver’s license (Motor Vehicle).

ENQUIRIES: Ms. M.V. Mophethe 083 577 2009

POST 26/244: ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: CS 10/18 X1 POST

SALARY: A basic salary of R356 289 per annum (Level 09)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: A Bachelor's Degree in Human Resource Management or equivalent qualification with appropriate experience. 3 years work experience in Human Resource Management. Proven knowledge of PERSAL. Computer literacy

DUTIES: Develop Personnel Administration Sub-directorate. Manage performance of staff and ensure appropriate training and development. Maintain Human Resource database of the department. Monitor and authorize PERSAL transactions according to delegations of the department. Manage appointment, transfers and termination of services. Prepare and consolidate reports on personnel administration issues. Implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislations.

ENQUIRIES: Ms. M.V. Mophethe 083 577 2009

POST 26/245: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: CS 13/18

SALARY: A basic salary of R356 289 per annum (Level 09)

CENTRE: Provincial Office (Bloemfontein)


ENQUIRIES: Ms. N. Ntombela, 062 52904745 Provincial Office

POST 26/246: ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: FS 11/18

SALARY: A basic salary of R356 289 per annum (Level 09)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: An appropriate three year tertiary qualification in Communication or Journalism/Public Relations. Two to three years’ experience in media, marketing and communication environment. A valid driver’s license.

DUTIES: Organize stakeholder briefings and exhibitions for the whole province. Manage internal and external communications in the province. Such as management of notice boards, posting of information on internet, updating staff on issues affecting the department. Manage all internal and external events in the province such as Imbizo outreach programmes and national commemorative days.

ENQUIRIES: Adv TJ Phahlo, 082 044 0057, Provincial Office

POST 26/247: ASSISTANT DIRECTOR: WEB & SYSTEMS REF NO: CS14/18

SALARY: A basic salary of R356 289 per annum (Level 09)
CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS:

DUTIES:

ENQUIRIES:
Ms. N. Ntombela 062 52904745 Provincial Office

POST 26/248:
OCCUPATIONAL THERAPIST REF NO: DC 19/63/18 X1 POST

SALARY:
A basic salary of R337 308 per annum

CENTRE:
Dr Beyers Naude Substance Dependence Half Way House

REQUIREMENTS:
An appropriate National Diploma or Bachelors in Occupational Therapy Registration with the HPCSA. Knowledge of child psychiatry, normal Development and perceptual development as well as behavior management. Good organizational as well as communication skills, an advantage.

DUTIES:
Render occupational therapy services. Write reports and keep record. Present Life Skills and Vocational Training programmes to clients. Attend sensory integration courses or completion thereof. Provide therapy to clients. Manage, plan and supervise the implementation of developmental programmes. Render effective administration services to the section. Evaluate specific needs, problems and abilities of clients. Provide inputs to the multi-professional team on the handling of clients.

ENQUIRIES:
Mr. C.F. Botes Tel No: 064 141 8117

POST 26/249:
SENIOR ADMINISTRATION OFFICER REF NO: CS 19/18

SALARY:
A basic salary of R299 709 per annum (Level 08)

CENTRE:
Provincial Office (Bloemfontein)

REQUIREMENTS:

DUTIES:
To implement and administer information systems. To perform version control to meet user demands and improve information systems. To provide adhoc system support and training for information systems. Work with programmers who write code to modify existing systems and/or build new ones. Assigning roles and privileges to users on the system. Troubleshoot system issues and failures. Monitoring software to track operating systems, applications, databases, and networks, and to escalate incidents. Train users on New system and monitor system usage.

ENQUIRIES:
Ms. N. Ntombela 062 52904745 Provincial Office
POST 26/250  :  CHIEF HEALTH THERAPIST  REF NO: DC 19/13/18

SALARY  :  A basic salary of R299 709 per annum (Level 08)
CENTRE  :  Thekolohelong Old Age Home
ENQUIRIES  :  Ms. T.R. Plaatjie Tel No: (058) 713 0061

POST 26/251  :  SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PLANNING AND ADVISORY SERVICES  REF NO: CS 07/18 X2 POSTS

SALARY  :  A basic salary of R299 709 per annum (Level 08)
CENTRE  :  Provincial Office (Bloemfontein)
DUTIES  :  Render Human Resource advisory services to the department by investigating, analyzing and interpreting human resource related issue. Research, analyze and develop departmental policies. Facilitate recruitment and selection process in the department to adhere to procedures and to contribute to a professional human resource management services. Facilitate Human Resource Planning and Employment Equity in the department to forecast staffing needs and develop effective strategies to address the identified needs. Adhere to Batho Pele Principles.
ENQUIRIES  :  Ms. M.V. Mophethe 083 577 2009

POST 26/252  :  SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: LOGISTICS MANAGEMENT  REF NO: FS 16/18

SALARY  :  A basic salary of R299 709 per annum (Level 08)
CENTRE  :  Provincial Office (Bloemfontein)
DUTIES  :  Verify that batch runs and the handlings/checking of relevant reports are properly executed and file daily exception reports. Coordinate and monitor office procedures such as voucher control and filing. Review and authorize requisitions on-line. Approve Procurement Advice manually according to financial delegations. Check and control all reports before submission to the Higher Authority. Ensure compliance to SCM prescripts. Manage the Performance and Development of personnel.
ENQUIRIES  :  Mr. T.J. Ramatsa Tel No: (051) 409 0532

POST 26/253  :  CHIEF PERSONNEL OFFICER: HRM  REF NO: CS 09/18

SALARY  :  A basic salary of R299 709 per annum (Level 08)
CENTRE  :  Provincial Office (Bloemfontein)
REQUIREMENTS  :  A Degree or National Diploma in Public Administration/Human Resources Management or Public Management or Grade 12 with a minimum of 5 years relevant working experience and supervisory abilities. 2-3 working experience in Human Resource Management. Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA.
DUTIES  :  Develop database on transfers, service terminations, death, resignations and retirements. Administer all types of employee benefits and conditions of

ENQUIRIES : Ms. M.V. Mophethe 083 577 2009

POST 26/254 : SOCIAL WORK GRADE 1-4 (X4 POSTS)

SALARY : R242 553 - R549 837 per annum (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)

CENTRE : Matete Matches Ref No: DC 20/11/18 (X1 Post) Winkie Direko Ref No: DC 17/09/18 (X1 Post) DR Beyers Naude Substance Dependence Half Way House Ref No: DC 19/50/18 (X2 Posts)

REQUIREMENTS : An appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Support Social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

ENQUIRIES : Ms. N. Moletsane Tel No: 079 098 7205 Matete Matches, Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko, Mr. C.F. Botes Tel No: 082 568 0705 Dr Beyers Naude

POST 26/255 : ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT X6 POSTS

SALARY : A basic salary of R242 475 per annum (Level 07)

CENTRE : Winkie Direko Ref No: DC 17/24/18 (X1 Post) Tshireletsong Ref No: DC 17/25/18 (X1 Post) Matete Matches Ref No: DC 20/20/18 (X1 Post) Boiketlong Ref No: DC 17/26/18 (X1 Post) Thekolohelong Ref No: DC 19/22/18 (X1 Post) Thabo Mofutsanyana Secure Care Ref No: DC 19/23/18 (X1 Post)

REQUIREMENTS : An appropriate degree or National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or extensive relevant experience in Human Resource matters. Computer Certificate.

DUTIES : Manage leave days/forms to ensure service delivery of the district. Manage recruitment to fill vacant posts in order to ensure the smooth running of the district. Manage all enquiries related to human resources in order to ensure effective service delivery of the district. Manage all submissions related to human resources in order to ensure effective service delivery of the district. Manage the monthly salary advices in order to ensure proper running of the district. Manage filling to ensure effective running of the district. Supervise and develop subordinates to ensure motivated and effective service delivery.

ENQUIRIES : Ms. Tlaka (0834438195) Thabo Mofutsanyana Secure Care Centre Mr. M. Speelman 083 443 8267 Tshireletsong Place of Safety Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko Mr. G. Dipico Tel No: (051) 873 2159 Ms. N. Moletsane 079 098 7205 Matete Matches Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong

POST 26/256 : STRATEGY, MONITORING AND EVALUATION OFFICER REF NO: CS 19/18

SALARY : A basic salary of R242 475 per annum (Level 07)

CENTRE : Provincial Office (Bloemfontein)

REQUIREMENTS : National Diploma in Business Management/Economics/Accounting. 1-2 years relevant working experience. A Valid driver’s license.
DUTIES: Assist with the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Assist with the development of the Department’s Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department. Attend provincial – and/or departmental meetings on matters related to monitoring and evaluation. This includes the capturing of resolutions if and when the meetings are chaired by the Departmental M&E Specialist and/or the departmental Manager: M&E.

ENQUIRIES: Mr. T. Ntsane 0832952624

POST 26/257: ADMINISTRATION OFFICER: FINANCE AND SUPPLY CHAIN REF NO: DC 19/54/18

SALARY: A basic salary of R242 475 per annum (Level 07)
CENTRE: Thekolohelong
REQUIREMENTS: Appropriate degree or National Diploma in Finance (Accounting as a passed subject in Grade 12) or appropriate equivalent qualification. Relevant experience in Finance and Supply Chain. Computer Certificate. A Valid driver's license.

DUTIES: Manage procurement, budget and assets allocated. Coordinate maintenance in the district. Provide auxiliary services within the district office. Manage transport administration in the district. Provide Personnel Administration. Supervise staff.

ENQUIRIES: Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong

POST 26/258: PRINCIPAL PERSONNEL OFFICER REF NO: CS 08/18 (X2 POSTS)

SALARY: A basic salary of R242 475 per annum (Level 07)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Degree/National Diploma In Human Resource Management/Public Management with relevant working experience or Grade 12 Certificate/ National Certificate (Vocational) with a minimum of 5 years’ relevant experience with relevant working experience in Human Resource Management and implementation on PERSAL system.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Supervise and undertake the more complex implementation of conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Relocation, Pension, Allowances). Supervise and undertake the more complex implementation of Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise and manage performance and development of personnel. Adhere to Batho Pele Principles.

ENQUIRIES: Ms. M.V. Mophethe 083 577 2009

POST 26/259: SUPPLY CHAIN MANAGEMENT PRACTITIONER: VERIFIER REF NO: FS 17/18

SALARY: A basic Salary of R242 475 per annum (Level 07)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Bachelor’s Degree/ National Diploma Commerce/ Supply Chain Management with a minimum of 3 years experience or Grade 12 certificate with a minimum of 5 years’ relevant experience. Knowledge of the LOGIS System. Knowledge of supply chain management legislation (PPPFA regulations, BBBEEA, Practice notes circulars and Treasury Regulations).

DUTIES: Verify that batch runs and the handlings/checking of relevant reports are properly executed and file daily exception reports. Coordinate and monitor office procedures such as voucher control and filing. Review and authorize
requisitions on-line. Approve Procurement Advice manually according to financial delegations. Check and control all reports before submission to the Higher Authority. Ensure compliance to SCM prescripts. Staff supervision

**ENQUIRIES**
Mr. T.J Ramatsa, Tel No: (051) 409 0532

**POST 26/260**
**SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION REF NO: FS 18/18**

**SALARY**
A basic Salary of R242 475 per annum (Level 07)

**CENTRE**
Provincial Office (Bloemfontein)

**REQUIREMENTS**
Bachelor's Degree/ National Diploma Commerce/ Supply Chain Management with a minimum of 3 years experience or Grade 12 certificate with a minimum of 5 years relevant experience; Knowledge of the LOGIS System. Knowledge of Centralised Supplier Database. Knowledge of supply chain management legislation (PPPFA regulations, BBBEEA, Practice notes circulars and Treasury Regulations).

**DUTIES**
Maintain the preferential procurement database for the Department to ensure the quotation and bids obtained comply with Legislation. Assist with the certification of quotations in line with the preferential procurement database before orders can be processed. Conduct an industry and commodity analysis. Determine an optimum method to satisfy the needs of the Department and the possibility of procuring goods, works or services from other institutions or on transversal or ad hoc contracts. Assist in determining proper and correct product or item specifications. Ensure that the requirements of the end user are addressed and filling of documents. Compile bid documentation and invite bids so that qualified suppliers can submit bids. Maintain a complete register of procurement related contracts in the department. Supervision of staff

**ENQUIRIES**
Ms N. Mabula, Tel No: (051) 409 0533

**POST 26/261**
**CHIEF SECURITY OFFICERS: INSTITUTIONS (X7 POSTS)**

**SALARY**
A basic salary of R242 475 per annum (Level 07)

**CENTRE**
Provincial Office (Bloemfontein)

**REQUIREMENTS**

**DUTIES**
Undertake, organize and coordinate security operation in the Institution. Implementation of the standards on security operations e.g. access control, vehicle control and safe guarding of government assets. Compile misconduct reports and liaise with Centre Managers and Labour Relations office. Investigate alleged misconduct and take disciplinary action. Ensured effective and efficient execution of departmental policies. Draft duty rooster and ensured proper supervision and audit of tool of trade. Manage all human resources function within the section. Conduct Risk assessment and provide advice/report to management.

**ENQUIRIES**
Mr. S. Mohoboko 084 066 8012 / Mr. J. Esau (051) 407 0705 Provincial Office

**POST 26/262**
**WEB DEVELOPER REF NO: CS 16/18 (X1 POST)**

**SALARY**
A basic salary of R242 475 per annum (Level 07)

**CENTRE**
Provincial Office (Bloemfontein)

**REQUIREMENTS**
An appropriate Bachelor’s degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject) 1 year practical experience in Web / System Development Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL, CSS,
JQuery and API's. Practical knowledge of database design and normalisation of user requirements

**DUTIES**: Delivering software platforms used across multiple products and organizational units. Design experience with Web Services and other Web Design platforms. Work closely with Communications unit, and other stakeholders to develop and maintain the organisation’s website and intranet. Information and Application Systems Development. Strong grasp of security principles and how they apply to Information and Application systems.

**ENQUIRIES**: Ms. N. Ntombela, 062 5290474 Provincial Office

**POST 26/263**: PERSONAL ASSISTANT (X16 POSTS)

**SALARY**: A basic salary of R242 475 per annum (Level 07)

**CENTRE**: Xhariep Ref No: DC 16/19/18 (X1 Post)
Thabo Mofutsanyana Ref No: DC 19/24/18 (X1 Post)
Internal Audit Ref No: FS 19/18 (X1 Post)
Population Development Ref No: FS 20/18 (X1 Post)
Social Welfare Services Ref No: SWS 08/18 (X1 Post)
Children Ref No: SWS 09/18 (X1 Post)
Lejweleputswa Ref No: DC 18/10/18 (X1 Post)
Community Development Ref No: CD 05/18 (X1 Post)
Youth Development Ref No: DSS 02/18 (X1 Post)
Supply Chain Management Ref No: FS 21/18 (X1 Post)
Financial Administration and Accounting Ref No: FS 22/18 (X1 Post)
Corporate Management Ref No: CS 11/18 (X1 Post)
Infrastructure and Facilities Management Ref No: CS 12/18 (X1 Post)
Institutional Management Ref No: FS 23/18 (X1 Post)
Special Needs Ref No: SWS 10/18 (X1 Post)
Social Research and Policy Coordination Ref No: SWS 11/18 (X1 Post)

**REQUIREMENTS**: Appropriate Degree/National Diploma in Office Management/Administration or equivalent qualification. Computer literacy. Report writing skills.

**DUTIES**: Manage engagements of the Chief Director/Director to improve service delivery. Implement administrative measures to ensure the efficient functioning of the office of the Chief Director/Director. Assist the Director with regard to meetings attended so as to enable the Chief Director/Director to efficiently execute her/his duties. Ensure the safe-keeping of all documentation in the office of the Chief Director/Director to be in line with the Archive Legislation. Handle travel arrangements for the Chief Director/Director and assist him/her with personal matters to enable them to attend to their duties. Set up and maintain systems in the office of the Director that will contribute towards improving efficiency in the office. Promote professional behaviour and ethics in the office of the Director to enhance the image of the Public Service.

**ENQUIRIES**: Ms. F.F. Nonda Tel No: (053) 205 9868 Xhariep
Ms. M.M. Mohaleroe Tel No: (058) 718 6300 Thabo Mofutsanyana
Mr. K. Mojatau Internal Audit Tel No: (051) 409 0745
Mr. C. Twala Population Development Tel No: (051) 409 0580
Ms. M.E. Motsemme Children 083 2745610
Mr. M.J. Maikgosho Lejweleputswa Tel No: (057) 916 8740
Ms. Lehasa Community Development
Ms. D. Maputle Youth 071 8759716

**POST 26/264**: COMMUNICATIONS OFFICER REF NO: CS 20/18 (X4 POSTS)

**SALARY**: A basic salary of R242 475 per annum (Level 07)

**CENTRE**: Provincial Office (Bloemfontein)

**REQUIREMENTS**: An appropriate Bachelor’s Degree/National Diploma in Public Relations/Communication Science or Marketing, a minimum of 2 years working experience in the field of communications, A valid driver’s license

**DUTIES**: Arrange and provide support to outreach internal programmes of the department, Write articles for the internal newsletter and website, Market department services and maintain positive relations of the department with its stakeholders including the media, Manage all the marketing and promotional material of the department, Package and disseminate information for the exhibition and road shows.

**ENQUIRIES**: Ms. Lerato Kapa Tel No: (051) 409 0623
POST 26/265 : PERSONAL ASSISTANT (CHIEF FINANCIAL OFFICER) REF NO: FS 23/18
(X1 POST)

SALARY REQUIREMENTS : A basic salary of R242 475 per annum (Level 07)
Appropriate Degree/National Diploma in Office Management/Administration or
equivalent qualification. Computer literacy. Report writing skills and
experience in financial management environment.

DUTIES : Manage engagements of the Chief Financial Officer to improve service
delivery. Implement administrative measures to ensure the efficient
functioning of the office of the Chief Financial Officer. Assist the Chief Financial
Officer with regard to meetings attended so as to enable the Chief Financial
Officer to efficiently execute her/his duties. Ensure the safe-keeping of all
documentation in the office of the Chief Financial Officer to be in line with the
Archive Legislation. Handle travel arrangements for the Chief Financial Officer
and assist him/her with personal matters to enable them to attend to their
duties. Set up and maintain systems in the office of the Chief Financial Officer
that will contribute towards improving efficiency in the office. Promote
professional behaviour and ethics in the office of the Chief Financial Officer to
enhance the image of the Public Service

ENQUIRIES : Ms. KE Moahloli Tel No: (051) 409 0603

POST 26/266 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: TRANSPORT OFFICER
REF NO: FS 27/18

SALARY CENTRE : A basic salary of R242 475 per annum (Level 07)
Provincial Office (Bloemfontein)

REQUIREMENTS : National Diploma in Transport/Logistics/Commerce. Minimum of 3 years in
Government Transport Management, Knowledge of transport related
legislations/prescripts and regulations. Computer certificate (Excel/Word).
Valid drivers licence with PDP.

DUTIES : Manage logistical matters on subsidized and departmental fleet vehicles and
to ensure that information is available on the usage of vehicles. Ensure the
availability, safekeeping and proper care of vehicles, proper record keeping of
trips, effective and efficient utilisation of vehicle. Ensure the implementation of
transport policy/procedure guidelines of the department. Ensure that the
inspections are done on departmental fleet before and after trip and mileage
corresponds. Manage and development of staff.

ENQUIRIES : Mr. SS Thulo 072 0724499

POST 26/267 : COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X10 POSTS)

SALARY CENTRE : A basic salary of R204 951 – R237 597 (The grade and salary on appointment
will be determined by the successful candidate’s previous appropriate
experience).
Xhariep Ref No: DC 16/10/18 (X2 Posts)
Fezile Dabi Ref No: DC 20/14/18 (X2 Posts)
Thabo Mofutsanyana Ref No: DC 19/65/18 (X2 Posts)
Lejweleputswa Ref No: DC 18/09/18 (X2 Posts)
Mangaung Metro Ref No: DC 17/33/18 (X2 Posts)

REQUIREMENTS : Appropriate three-year qualification. Competent in knowledge of human
behavior and social systems, community development intervention,
counselling, community development research, understanding community
development, managing community, understanding community dynamics,
networking and establishing partnerships and understanding community
legislation. Skills possession; impact and influence, planning and organizing,
presentation, communication, computer literacy, empathy, trustworthiness,
honesty, teamwork and collaboration and understanding principles.

DUTIES : Facilitate, identify, plan and implement integrated and transformative social
development programs in partnership with key stakeholders for the effective
empowerment of human and social capital through a community development
approach towards sustainable livelihoods.

ENQUIRIES : Ms. F.F. Nondabula Tel No: (053) 205 9868 Xhariep, Ms. K. Martins Tel No:
(056) 216 8000 Fezile Dabi, Mr. N. Tyobeka Tel No: 0834438094, Mangaung
Metro, Ms. M.M. Mohaleroe Tel No: (058) 718 7029 Thabo Mofutsanyana
POST 26/268 : CHILD AND YOUTH CARE SUPERVISOR GRADE 1 (X2 POSTS)

SALARY : R187 560 – R211 101 per annum. (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)

CENTRE : Leratong Ref No: DC 19/55/18 (X1 Post)
Tshireletsong Ref No: DC 17/29/18 (X1 Post)

REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12). A minimum of 10 years appropriate experience in child and youth work after obtaining the required qualification.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multi-disciplinary team. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform administration functions.

ENQUIRIES : Mr. M. Speelman Tel No: 083 443 8267 Tshireletsong, Ms. E. Skosana Tel No: (058) 713 1824

POST 26/269 : ADMIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: FS 24/18 (X6 POSTS)

SALARY : A basic salary of R163 563 per annum (Level 05)

CENTRE : Provincial Office (Bloemfontein)

REQUIREMENTS : Grade 12 with a minimum of 1-2 years relevant experience in Supply Chain Management. Computer Literacy with experience in LOGIS, Centralised Supplier Database.

DUTIES : Execution of functions pertaining to the provisioning administration in line with the approved Supply Chain Management guidelines. Request quotations from suppliers with regard to goods and/or services needed by the Department. Assist in determining proper and correct product or item specifications. Ensure that the requirements of the end user are addressed. Capture requisitions, receipts and invoices. Compiling of monthly reports. Follow up on outstanding orders and invoices. Filling orders and payments

ENQUIRIES : Mr. SS Thulo 072 0724499

POST 26/270 : ADMINISTRATIVE CLERK: ASSET MANAGEMENT REF NO: FS 25/18

SALARY : A basic salary of R163 563 per annum (Level 05)

CENTRE : Provincial Office


DUTIES : Typing of documents and filing. Make logistical arrangements for meetings, interviews, workshops etc. Procurement of goods and services in the section and distribution of stock. Ensure proper usage and maintenance of photocopy machine and fax

ENQUIRIES : Mr. SS Thulo 072 0724499

POST 26/271 : SENIOR SECURITY OFFICER (X11 POSTS)

SALARY : A basic salary of R163 563 per annum (Level 05)

CENTRE : Matete Matches Secure Care Centre Ref No: DC 20/23/18 (X2 Posts)
Leratong Children’s Home Ref No: DC 19/27/18 (X3 Posts)
Thekolohelong Welfare Centre Ref No: DC 19/28/18 (X4 Posts)
Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/59/18 (X2 Posts)


ENQUIRIES : Mr. S. Mohoboko 084 066 8012 or Mr. J. Esau Tel No: (051) 407 0705

POST 26/272 : TRANSPORT CLERK (X3 POSTS)

SALARY : A basic salary of R163 563 per annum (Level 05)

CENTRE : Tshireletsong Child Care Centre Ref No: DC 17/31/18 (X1 Post)
Winkie Direko Secure Care Centre Ref No: DC 17/32/18 (X1 Post)
Leratong Children’s Home Ref No: DC 19/60/18 (X1 Post)

**REQUIREMENTS**
Grade 12. Computer certificate. A Valid driver’s license and a Professional Driver’s Permit (PDP).

**DUTIES**
Provide transport administration. Provide support and assistance. Provide asset management.

**ENQUIRIES**
Ms. K. Phandlwile Tel No: (051) 434 3010 Winkie Direko
Mr. M. Speelman 083 443 8267 Tshireletsong
Ms. E. Skosana Tel No: (058) 713 1824 Leratong.

**POST 26/273**
STAFF NURSE X4 POSTS

**SALARY**
R161 376 – R181 620 per annum (The Salary will commensurate with relevant years of previous experience in nursing)

**CENTRE**
Boiketlong Old Age Home Ref No: DC 17/13/18 (X1 Post)
Beyers Naude Substance Dependence Half Way House Ref No: DC 19/51/18 (X3 Posts)

**REQUIREMENTS**
Qualification that allows current registration with the SANC as Staff Nurse. Current registration with the South African Nursing Council as enrolled nurse.

**DUTIES**
Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES**
Ms V. Morake Tel No: (051) 873 2159 Boiketlong
Mr. C.F. Botes 082 568 0705 Dr Beyers Naude Substance Dependence Halfway House

**POST 26/274**
CHILD AND YOUTH CARE WORKER TEAM LEADER GRADE 1 (X10 POSTS)

**SALARY**
R148 065 – R166 650 per annum. (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)

**CENTRE**
Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/15/18 (X4 Posts)
Matete Matches Ref No: DC 20/16/18 (X2 Posts)
Leratong Ref No: DC 19/16/18 (X4 Posts)

**REQUIREMENTS**
Grade 12/National Certificate (Vocational). A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the required qualification.

**DUTIES**
Serve as a team leader for Child and Youth care Worker during a shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Assist with the care of children as the need arise

**ENQUIRIES**
Ms. Tlaka Tel No: 083 443 8195 Thabo Mofutsanyana Secure Care Centre,
Ms. N. Moletsane Tel No: 079 098 7205 Matete Matches,
Ms. E. Skosana Tel No: (058) 713 1824 Leratong

**POST 26/275**
HOUSEHOLD SUPERVISOR REF NO: DC 19/53/18

**SALARY**
A basic salary of R136 800 per annum (Level 04)

**CENTRE**
Thekolohelong Welfare Centre

**REQUIREMENTS**
Grade 12 with extensive relevant working experience in household. Computer literate.

**DUTIES**
Provide support to household sections. Perform administrative duties. Supervise staff. Manage development and performance of staff.

**ENQUIRIES**
Ms. T.R. Plaatjie Tel No: (058) 713 0061

**POST 26/276**
CARE WORKER GRADE 1 (X8 POSTS)

**SALARY**
R132 729 – R148 065 per annum. (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)

**CENTRE**
Ref No: DC 17/11/18 Boiketlong (X4 Posts)
Ref No: DC 17/30/18 Thekolohelong Welfare Centre (X4 Posts)

**REQUIREMENTS**
Grade 12/National Certificate (Vocational). Certificate in Home Based Care

**DUTIES**
Receive the elderly to the care facility after admission. Ensure that the elderly receive care services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work
to promote the development and care of the elderly. Perform administrative work relevant to the job.

ENQUIRIES : Ms. T. R. Plaatjie Tel No: (058) 713 0061 Thekolohelong

POST 26/277 : CHILD AND YOUTH CARE WORKER (X18 POSTS)

SALARY : R132 729 – R148 065 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE : Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/17/18 (X6 Posts)
Winkie Direko Ref No: DC 17/10/18 (X6 Posts)
Leratong Ref No: DC 19/18/18 (X6 Posts)

REQUIREMENTS : An appropriate recognized NQF level 4 (grade 12). FET level 4 will be an added advantage.

DUTIES : Receive children and youth to the care facility after admission. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job.

ENQUIRIES : Ms. Tlaka Tel No: 083 443 8195 Thabo Mofutsanyana Secure Care Centre,
Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko, Ms. E. Skosana Tel No: (058) 713 1824 Leratong

POST 26/278 : NURSING ASSISTANT GRADE 1 (X8 POSTS)

SALARY : R124 788 – R140 454 per annum (The Salary will commensurate with relevant years of previous experience in nursing)

CENTRE : Boiketlong Ref No: DC 17/12/18 (X4 Posts)
Thekolohelong Ref No: DC 19/19/18 (X2 Posts)
Beyers Naude Substance Dependence Half Way House Ref No: DC 19/49/18 (X2 Posts)

REQUIREMENTS : Qualification that allows current registration with the SANC as Nursing Assistant. Current registration with the South African Nursing Council.

DUTIES : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms V. Morake Tel No: (051) 873 2159 Boiketlong
Ms. T. R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
Mr. C. F. Botes Tel No: 082 568 0705 Dr Beyers Naude Substance Dependence Halfway House

POST 26/279 : SECURITY OFFICER (X12 POSTS)

SALARY : A basic salary of R115 437 per annum (Level 03)

CENTRE : Thabo Mofutsanyana Secure Care Ref No: DC 19/30/18 (X4 Posts)
Thekolohelong Ref No: DC 19/31/18 (X4 Posts)
Leratong Ref No: DC 19/32/18 (X4 Posts)
Matete Matches Ref No: DC 20/32/18 (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification and 1 - 2 years relevant experience in Security Operations. Grade E, C, D and PSIRA qualification. Ability to work under pressure, 12 hour shifts. Permanent appointment subject to Security clearance.

DUTIES : Implementation of control of access to government premises and vehicle act 53 of 1985, by conducting access control, vehicle control and safe guarding government property. Advice and directing visitors and escort visitors to higher authorities if needed.

ENQUIRIES : Mr. S. Mohoboko 084 066 8012 / Mr. J. Esau Tel No: (051) 407 0705 Provincial Office
Ms. N. Moletsane 079 098 7205 Matete Matches

POST 26/280 : DRIVER/MESSANGER (X3 POSTS)

SALARY : A basic salary of R115 437 per annum (Level 03)

CENTRE : Matete Matches Ref No: DC 20/26/18 (X1 Post)

DUTIES : Transport clients and goods/stock. Administrative procedures pertaining to driving e.g. completion of logbooks, trip authorities etc. Provide internal and external messenger services on a daily basis. Collecting mail from the Post Office and sorting of mail

ENQUIRIES : Ms. N. Moletsane 079 098 7205 Matete Matches
Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
Ms. E. Skosana Tel No: (058) 713 1824 Leratong

POST 26/281 : LAUNDRY AID SUPERVISOR REF NO: DC 19/49/18 (X1 POST)

SALARY : A basic salary of R115 437 per annum (Level 03)

CENTRE : Leratong Childrens Home

REQUIREMENTS : ABET or equivalent qualification. A minimum of 1-2 years working experience in laundry services.

DUTIES : Ensure that clothes and linen is collected, sorted, washed, ironed and distribute. Manage sluice and laundry services. Ensure that cleaning is done including cleaning of the equipment, the ablation area and the laundry room.

ENQUIRIES : Ms. E. Skosana Tel No: (058) 713 1824 Leratong

POST 26/282 : SEAMSTRESS (X3 POSTS)

SALARY : A basic salary of R96 549 per annum (Level 02)

CENTRE : Thekolohelong Old Age Home Ref No: DC 19/20/18 (X1 Post)
Leratong Ref No: DC 19/61/18 (X2 Posts)

REQUIREMENTS : ABET. Relevant experience in sewing and mending of garments.

DUTIES : Provide needlework services. Mending and labelling linen and garments. Ensure proper maintenance of machinery/equipment.

ENQUIRIES : Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
Ms. E. Skosana Tel No: (058) 713 1824 Leratong

POST 26/283 : CLEANER (X46 POSTS)

SALARY : A basic salary of R96 549 per annum (Level 02)

CENTRE : Thabo Mofutsanyana Secure Care Ref No: DC 19/35/18 (X1 Post)
Winkie Direko Ref No: DC 17/17/18 (X1 Post)
Tshireletsong Ref No: DC 17/18/18 (X2 Posts)
Leratong Ref No: DC 19/36/18 (X6 Posts)
Boiketlong Ref No: DC 17/19/18/18 (X2 Posts)
Thabo Mofutsanyana One Stop Centre Ref No: DC 19/37/18 (X1 Post)
FDC Qwaqwa Ref No: DC 19/38/18 (X4 Posts)
Makwane Youth Centre Ref No: DC 19/39/18 (X2 Posts)
Sederhof Bethlehem Ref No: DC 19/40/18 (X3 Posts)
Community Dev (Public Works Bethlehem) Ref No: DC 19/41/18 (X1 Post)
Senekal Ref No: DC 19/42/18 (X2 Posts)
Ladybrand Office Ref No: DC 19/43/18 (X2 Posts)
Ficksburg Office Ref No: DC 19/44/18 (X2 Posts)
Vrede Ref No: DC 19/45/18 (X1 Post)
Xhariep Ref No: DC 16/24/18 (X1 Post)
Fezile Dabi Ref No: DC 20/27/18 (X8 Posts)
Provincial Office Ref No: CS 17/18/ (X6 Posts)

REQUIREMENTS : ABET or equivalent qualification. Ability to use cleaning equipment.

DUTIES : Clean and create an orderly working environment e.g. cleaning floors, lavatories, utensils, kitchens, offices, boardrooms, windows and residential place. Operate cleaning machines. Fill water bottles. Manage the allocated cleaning material and cleaning equipment

ENQUIRIES : Ms. Tlaka 083 443 8195 Thabo Mofutsanyana Secure Care Centre
Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko
Mr. M. Speelman 083 443 8267 Tshireletsong
Ms. E. Skosana Tel No: (058) 713 1824 Leratong
Mr. G. Dipico Tel No: (051) 873 2159; Ms. F.F. Nondabula Tel No: (053) 205 9888 Xhariep
Ms. K. Martins Tel No: (056) 216 8000 Fezile Dabi
Ms. M.M. Mohaleroe Tel No: (058) 718 6300 All Thabo Mofutsanyana posts
POST 26/284 : GROUNDSMAN (X3 POSTS)

SALARY : A basic salary of R96 549 per annum (Level 02)
CENTRE : Thaba Mofutsanyana Secure Care Centre Ref No: DC 19/46/18 (X1 Post)
Tshireletsong Ref No: DC 17/20/18 (X1 Post)
Boiketlong Ref No: DC 17/21/18 (X1 Post)

REQUIREMENTS : ABET. Relevant experience in Utilization of different types of gardening equipment.
DUTIES : Maintain grounds within the institution. Provide cleaning support. Perform general worker duties.

ENQUIRIES : Ms. Tlaka 083 443 8195 Thaba Mofutsanyana Secure Care Centre
Mr. M. Speelman 083 443 8267 Tshireletsong
Mr. G. Dipico Tel No: (051) 873 2159 Boiketlong

POST 26/285 : LAUNDRY AID (X6 POSTS)

SALARY : A basic salary of R96 549 per annum (Level 02)
CENTRE : Boiketlong Old Age Home Ref No: DC 17/27/18 (X1 Post)
Tshireletsong Ref No: DC 17/28/18 (X1 Post)
Winkle Direko Ref No: DC 17/29/18 (X1 Post)
Thabo Mofutsanyana Secure Care Ref No: DC 19/47/18 (X1 Post)
Matete Matches Ref No: DC 17/29/18 (X1 Post)

REQUIREMENTS : ABET or equivalent qualification. Previous experience in laundry services.
DUTIES : Collect, sort, wash, iron and distribute clothes and linen. Provide sluice and laundry services. Perform cleaning duties that include of equipment, the ablution area and the laundry room.

ENQUIRIES : Ms. Tlaka 083 443 8195 Thabo Mofutsanyana Secure Care Centre
Ms. K. Phandliwe Tel No: (051) 434 3010 Winkle Direko
Mr. M. Speelman 083 443 8267 Tshireletsong
Mr. G. Dipico Tel No: (051) 873 2159 Boiketlong
Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
Ms. N. Moletsane 079 098 7205 Matete Matches

DEPARTMENT OF TREASURY
The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION : Ms. N Mchabasa, Tel No: (051) 405 4274
CLOSING DATE : 13 July 2018
NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their
application was unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

POST 26/286 : DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: FSPT 030/18

SALARY : An all-inclusive salary package of R697 011 per annum (Level 11). (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein

REQUIREMENTS : An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years experience in a junior management position of which at least three years should have been in a supply chain management/ financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies and circulars. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES : Mange and coordinate the implementation and maintenance of supply chain management with regard to acquisition and demand processes in the department. Address acquisition and demand enquiries to ensure the correct implementation of supply chain management practices. Ensure development and successful implementation of Departmental/ Public Service policies on matters related to supply chain management to adhere to the relevant prescripts/legislation. Prepare in depth reports and statistics on supply chain management issues. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage the allocated human resources and assets of the Sub-directorate.

ENQUIRIES : Mr. T Medupe Tel No: (051) 403 3983

POST 26/287 : DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 031/18

SALARY : An all-inclusive salary package of R697 011 per annum (Level 11). (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein

REQUIREMENTS : An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years experience in a junior management position of which at least three years should have been in an asset management/ supply chain management/ financial asset management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and asset management framework and policies. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES : Ensure physical asset management monitoring visits are conducted. Report on quarterly interim financial statements with regard to asset management and evaluation of the preliminary annual financial statements of the Free State Provincial Departments and public entities. Provide support and report on prior year asset audit issues raised by the Auditor General of South Africa (AGSA) with regard to asset management of the Free State Provincial Departments and public entities. Assist with capacity building of officials in line departments and public entities with regard to physical asset management by means of training sessions and forums. Oversee and regulate monitoring of all movable and immovable assets within provincial government departments and public entities. Monitor quarterly inventory management within provincial government departments and public entities.
departments and public entities. Produce quarterly LOGIS asset management compliance reports for provincial government departments and public entities. Manage the allocated human resources and assets of the Sub-directorate.

ENQUIRIES : Mr. TM Mabilo Tel No: (051) 405 4175

POST 26/288 : ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: FSPT 027/18

SALARY : A basic salary of R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant degree/diploma in Logistics/Supply Chain Management/Public Administration/Management or equivalent qualification with a minimum of 3 years’ experience in a supply chain management (Logistics) environment. Proven knowledge of the Logis/BAS system. Knowledge of the Public Finance Management Act (PFMA), legislative framework (policies) on supply chain management and related government policies. Computer literacy.
DUTIES : Monitor and manage logistics processes in the Department to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Manage the human resources and assets of the Unit to contribute towards the smooth running of the Sub-directorate.

ENQUIRIES : Mr. MG Medupe Tel No: (051) 403 3983

POST 26/289 : LEGAL ADMINISTRATOR REF NO: FSPT 029/18

SALARY : A basic salary of R353 253 per annum Level 09 (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : A LLB degree (NQF level 7). Private and Public sector experience with at least eight (8) years' appropriate post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment.
DUTIES : Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department with regard to legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service agreements. Monitor compliance to service agreements. Create awareness on legal matters. Manage human resource of the Division to ensure the smooth running of the Division.

ENQUIRIES : Mr. S Mhlambi Tel No: (051) 405 5031

POST 26/290 : RECORDS AND FACILITY MANAGEMENT ADMINISTRATOR REF NO: FSPT 028/18

SALARY : A basic salary of R299 709 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A degree/ diploma in Public Management or equivalent qualification. A minimum of three (3) years' experience in the Public Sector environment. Knowledge of the National Archives and Records Services Act, Access to Information Act, Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations.
DUTIES : Implement and monitor the Records and Facility Management policy of the Department. Implement and monitor well-structured records classification and records keeping systems (i.e. paper based records, micrographics projects, electronic records, etc.) to ensure easy retrieval, management and safe keeping. Manage and monitor the Messenger/Driver services, Cleaners and Groundsman. Handle the Promotion of Access to Information Act (PAIA) requests. Manage the resources of the Component.

ENQUIRIES : Mr. FF Sithole Tel No: (051) 4023 4137
ANNEXURE T

PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER

APPLICATIONS: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE: 13 July 2018

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

POST 26/291: ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION REF NO: 002475
Directorate: Security Management Services

SALARY: R356 289 – R419 679 per annum
CENTRE: Johannesburg

REQUIREMENTS: 3-4-year Degree/National Diploma in Occupational Health, Safety and related field 3-4 years’ experience in a Senior Practitioner post in occupational health and safety field. Managerial skill, conceptual skills, analytical skills, decision making skills, interpersonal skills, technical skills, writing and administrative skills and food security skills.

DUTIES: Ensure the day to day security administration within Office of the Premier. Food Security function which will look at the Premier and the EXCO Members food safety and security for GPG Events, prescripts of MISS are adhered to. Monitor compliance with security advice given and report noncompliance. Facilitate the process of drafting and reviewing Office of the Premier OHS Policy, SOPs and strategy. Facilitate the drafting and implementation of the SHERQ operational plan of the Office of the Premier. Facilitated and implement input from all stakeholders such as organized labour, EHWP and benchmark with National Departments and other Provinces regarding SHERQ. Generate report and manage appropriate intervention strategies. Facilitate and assist with Departmental Legal Compliance on SHERQ management. Ensure OHS research and related matters are conducted and reported on. Oversee environmental management and food security. Identify and address appropriate training needs. Ensure the functioning of occupational health and safety committee in the Office of the Premier.

ENQUIRES: Ms Gugulethu Mdhluli Tel No: (011) 298 5651
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanang Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000

FOR ATTENTION: Thandiwe Mbhense

CLOSING DATE: 13 July 2018

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents. 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 please accept that your application was unsuccessful.

OTHER POST

POST 26/292: SENIOR ADMIN OFFICER (POPULATION AND DEVELOPMENT RESEARCH) REF NO: SD/2018/06/13

SALARY: R299 709 per annum plus benefits

CENTRE: Johannesburg Head Office

REQUIREMENTS: Post graduate (or equivalent) qualification in Population Studies or a relevant related field, with 2 - 3 years’ experience in relevant field in the Public Service. A valid driver’s licence. Skills and Competencies: Good communication, writing, interpersonal and Supervision skills. Must be self-driven, innovative and creative.

DUTIES: Undertake and support interdisciplinary and multi-sectorial population research projects which will amongst other include the following: Participate in developing guidelines on research procedures. Facilitate stakeholder participation for allocated research projects participate in procurement processes for outsourced research. Determine the scope of analysis, interpretation and support required. Identify and gather data. Present data in suitable format Participate in the maintenance of statistical, survey and other research database and provide the technical support to stakeholders.

ENQUIRIES: Thandiwe Mbhense Tel No: (011) 355 7703
Annexure U

Provincial Administration: KwaZulu Natal Department of Arts and Culture

Applications

Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.

For Attention

Mrs NIS Mbhele

Closing Date

13 July 2018

Note

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

Management Echelon

Post 26/293

Director – Special Project and Events Management

Ref No: DAC 67/18

Salary

All-inclusive package of R948 174 per annum (Level 13)

Centre

Pietermaritzburg, Head Office

Requirements

An undergraduate relevant qualification [NQF7], coupled with a minimum of eight [8] years relevant experience, five [5] of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Analytical, research and project management skills. Excellent communication (written and verbal) skill. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

Duties

Manage the coordination of all departmental events. Manage departmental special projects and programmes. Manage the development and implementation of policies. Manage the development of sustainable programmes for vulnerable groups. Develop and implement performance management and monitoring and evaluation systems including keeping a portfolio of evidence of programmes/activities performed within the component. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

Enquiries

Mr J.M Mtshali: Tel No: [033] 264 3400
OTHER POSTS

POST 26/294 : DEPUTY DIRECTOR – BUDGETARY CONTROL REF NO: DAC 68/18

SALARY : All-inclusive package of R697 011 per annum (Level 11)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : An appropriate Bachelor’s Degree/3 year tertiary National Diploma in Financial Management or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/Assistant Director within the finance field. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA, Treasury Regulations, Supply Chain Management, Internal controls procedures and Basic Accounting Systems [BAS]. Good work ethics, honesty, reliability and team work. Knowledge of Project management, Research and Policy development. Good office administration, planning and organizational skills. Financial management skills. Good communication skills [written and verbal]. Good interpersonal relation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver’s license.

DUTIES : Manage the preparation and coordination of the MTEF budget. Ensure the compilation of management reports in terms of the PFMA and Treasury Regulations. Provide advice and guidance on budget planning, management and reporting to Management. Assist with the compilation of the annual and interim financials. Monitor and analyze the departmental budget and expenditure. Manage the provision of budgetary information to all relevant stakeholders. Manage all resources allocated to the unit. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Ms K Pillay: Tel No: (033) 264 3400

POST 26/295 : PERSONAL ASSISTANT TO THE HEAD: ARTS AND CULTURE: REF NO: DAC 69/18

SALARY : R356 28 – R419 679 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office

DUTIES : Provide secretarial/receptionist support service. Render administration support services. Provide support to the HOD regarding meeting. Support the HOD with the administration of the HOD’s budget. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr N.P Chonco: Tel No: (033) 264 3400

POST 26/296 : ADMINISTRATION CLERK SUPERVISOR – EXECUTIVE SUPPORT SERVICES REF NO: DAC 70/18

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Pietermaritzburg, Head Office

DUTIES : Provide effective and efficient office management within the Directorate, which includes systems in receiving and distributing correspondence. Render effective administration support within the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records
management within the Directorate. Provide support with regard to all logistics requirements within the Directorate. Supervise staff.

ENQUIRIES: Ms S. Hassim: Tel No: (033) 264 3400

POST 26/297: PERSONAL ASSISTANT TO THE DIRECTOR EXECUTIVE SUPPORT SERVICES: REF NO DAC 71/18

SALARY: R242 475 - R285 630 per annum (Level 07)

CENTRE: Pietermaritzburg, Head Office


DUTIES: Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Support the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director’s diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES: Ms S. Hassim: Tel No: (033) 264 3400

POST 26/298: SWITCHBOARD OPERATOR/RECEPTIONIST – FACILITIES MANAGEMENT REFF NO: DAC72/18

SALARY: R136 800 – R161 148 per annum (Level 04)

CENTRE: Head Office, Pietermaritzburg


DUTIES: Attend to the telephone calls and operate the switchboard. Attend to members of the public at reception. Distribute Telephone bills to Components. Log faults to telephone service provider. Provide telephone utilization monthly report. Update and distribute internal directory on monthly basis. Monitor the usage and facilitate the change of pin codes for staff.

ENQUIRIES: Mr LS Langa: Tel No: (033) 341 3600

DEPARTMENT OF HEALTH

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

APPLICATIONS: Applications should be sent to: The Human Resource Manager Inkosi Albert Luthuli Central Hospital Private Bag X03 Mayville 4058 OR 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.

CLOSING DATE: 13 July 2018

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment
screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**ERRATUM:** Kindly note that the post of Diagnostic Radiographer (Grade 1, 2 OR 3) advertised in circular 25 dated 22 June 2018 has been withdrawn.

**OTHER POSTS**

**POST 26/299**

**HEAD:** CLINICAL UNIT (ORTHOPAEDIC SERVICES) REF NO: HCUORTHO/1/2018 (X1 POST)

**SALARY**

An all-inclusive flexible remuneration package of R1 643 352 per annum all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post (excluding Commuted Overtime)

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

You must hold a qualification in the appropriate health science. Have Current registration with the Health Professions Council of South Africa as a Medical Specialist Orthopaedic Surgeon. A minimum of 3 years' appropriate post registration experience as a Medical Specialist in Orthopaedic Surgery. Recommendation: Substantial previous experience in Lower Limb Joint Arthroplasty (Experience in Revision Hip and Knee Replacement Surgery is mandatory). The candidate must have completed a full time fully accredited Fellowship Program in Lower Limb Joint Replacement Surgery. Previous experience in Managing the Orthopaedic Care in a Level 1 Trauma Unit and surgical experience in the management of Complex Trauma is also required.

Computer Literacy: MS Office software application. Knowledge, Skills, Training and Competence Required: Clinical, procedural and training skills, especially Lower Limb Hip and Knee Primary and Revision Reconstructive Surgery as well as Foot and Ankle Reconstructive Surgery. Counselling and conflict resolution skills. Leadership, administration, programmes planning, assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Orthopaedic Surgeons of South Africa and the University of KwaZulu-Natal.

**DUTIES**

Provide Clinical Services to Orthopaedic patients at IALCH as directed by the Head of Department. The primary Service will be in the lower Limb Joint Arthroplasty Unit. The candidate will also provide and further develop the Specialized Foot and Ankle Unit Service including Ankle Replacement Surgery. To provide Clinical Services to Orthopaedic patients in other state hospitals when requested by the HOD. To assist the HOD of Orthopaedic in the Administration and management of the Orthopaedic Services, including Trauma services at IALCH. Participate in the training, teaching and examinations of paramedical and medical under and postgraduate students in the field of Orthopaedic Surgery, including Arthroscopic Surgery. Establish protocols for the management of orthopaedic patients undergoing treatment in the specialized units at IALCH. Coordinate with the Heads of other Departments within IALCH and the relevant role players in the referring hospitals to ensure that patients requiring specialized Orthopaedic services are channelled appropriately and receive the highest quality of care. Coordinate with the Heads of departments of Surgical Disciplines and Critical Care Medicine to ensure optimal care of all orthopaedic patients at IALCH. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. To compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis for Orthopaedic Surgery and the Orthopaedic Trauma Unit when requested by the HOD. Develop outreach programmes in the areas of the Province in association with the Department of Health’s Outreach Programme. Develop
clinical audit programmes for the management of orthopaedic patients in IALCH. Develop a research programme in Orthopaedics Surgery. Develop measures to ensure quality assurance. Participate in afterhours services when required.

ENQUIRIES : Dr PV Ryan Tel No: 031 240 2160

POST 26/300 : HEAD: CLINICAL UNIT – CARDIOTHORACIC SURGERY REF NO: HEADCLINUNITCARDIOTHO/1/2018 (X1 POST)

SALARY : R1 643 352 per annum all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance’ Agreement with the Manager of the post (excluding Commuted Overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be registered as a Specialist Cardiothoracic Surgeon with the Health Professions Council of South Africa for at least three (3) years and have three (3) years post registration experience as a Specialist Cardiothoracic Surgeon. Knowledge, Skills, Training and Competency Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty is an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic centre either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.

DUTIES : The clinical management of patients. The conduct of surgical operations. The teaching of undergraduate and postgraduate students. Research interest and administrative abilities are regarded as key performance areas. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES : Dr R Madansein Tel No: 031-2402114

APPLICATIONS : Applications should be sent to: The Human Resource Manager Inkosi Albert Luthuli Central Hospital Private Bag X03 Mayville 4058 OR 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.

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 : 13 July 2018

POST 26/301 : MEDICAL SPECIALIST – NUCLEAR MEDICINE REF NO: MEDSPECMED/2/2018

SALARY : Grade 1: R1 051 368 per annum all-inclusive salary Package (Excluding commuted overtime)
Grade 2: R1 202 112 per annum all-inclusive salary Package (Excluding commuted overtime)
Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime)
CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Specialist qualification as a Nuclear Medicine Physician. Current registration as a specialist Nuclear Medicine Physician with the Health Professions Council of South Africa / Registrars who have completed their training may apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the HPCSA. Knowledge, Skills Training and Competency Required: General Nuclear Medicine. Recent PET experience. Radionuclide therapy experience. Teaching and supervision of junior staff. Research involvement. Management ability. Good communication skills, attention to patient’s needs. Team work. Research interest. Creative and forward-looking. The candidate must be able to maintain professional and ethical standards related to the nuclear medicine service. The appointment to Grade 1: requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa and MMed qualification as a Nuclear Medicine specialist. The appointment to Grade 2: requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. The appointment to Grade 3: requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine.

DUTIES:
Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient management and clinical assessment. Patient treatment with unsealed sources. Responsible for patient care in the department and ward. Liaison with other disciplines and participation and input in multidisciplinary team meeting. Promotion of nuclear medicine applications. Promote clinical governance including implementation of clinical guidelines, protocols and clinical audits. Undertake relevant research and ongoing research output. Provide training within the service with evidence of teaching outcomes. Conduct research and research supervision. Research output. Assist with protocol updates and implementation, incident management and reporting. Provide after-hours care in accordance with the commuted overtime contract. Involvement in the provision of a professional clinical nuclear medicine service in the Durban region including assistance in satellite departments and outreach. Assist with the development of Nuclear Medicine department/s and staffing. Working with the Nuclear Medicine Management in the day-to-day running of the Department.

ENQUIRIES:
Dr N Nyakale Tel No: 031-2401877

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

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE:
13 July 2018
POST 26/302: MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 25/2018 (X1 POST)
Directorate: Dept. Of Obstetrics & Gynaecology

SALARY: GR 1: R991 857 – R1 052 712 per annum. (All inclusive salary package) plus commuted overtime

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBCHB degree or equivalent PLUS registration with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2018/2019). GR 1: None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department. Sound knowledge of medical ethics. Good communication skills, leadership and decision making qualities. Ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence.

DUTIES: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department

ENQUIRIES: Dr. S.A. Moodley Tel No: 031 3603854

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

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE: 13 July 2018

POST 26/303: DEPUTY MANAGER MEDICAL PHYSICS (RADIATION ONCOLOGY) REF NO: DMMEDPHYSICS/1.2018
Department: Medical Physics

SALARY: R974 634 Inclusive package

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: BSc Honours Degree in Medical Physics, or equivalent. Registration with the HPCSA as a Medical Physicist (Ionising Radiation). At least three (3) years post registration working experience in clinical Medical Physics. Knowledge,

DUTIES: Coordinate and provide Medical Physics support for Radiation Oncology treatment units including specification, acceptance testing, commissioning, calibration, and quality assurance. Co-ordinate and provide Medical Physics support for Radiation Oncology Treatment Planning. Coordinate the implementation of new treatment techniques. Provide radiation protection services for the institution. Provide clinical Medical Physics advice as required in Radiotherapy. Training and education of Medical Physics Interns and other professionals in the department of Medical Physics. Lecture at undergraduate and postgraduate level in Radiotherapy.

ENQUIRIES: Dr Graeme L Lazarus Tel No: 031 2401855
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 13 July 2018
POST 26/304: DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITAL) REF NO: OSI DMN 1/2018 (X1 POSTS)

SALARY: R801 918 per annum (all inclusive package) plus 8% inhospitable area allowance.

CENTRE REQUIREMENTS: Osindisweni Hospital

EDUCATIONAL QUALIFICATION: Matric /Grade 12, Degree/ National Diploma: General Nursing and Midwifery, Proof of Registration with South African Nursing Council (2018), A minimum of 9 years’ experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, At least 4 years of the period referred to above must be appropriate/recognizable experience in management level. Knowledge And Skills Required: Service delivery innovation and problem solving, People management, Financial Management, Strategic Planning, Policy analysis and development, Management of equipment and supplies, Clinical and corporate Governance.

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and
multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES: Mrs. NP Ngcobo Tel No: 032-5419201
APPLICATIONS: applications to be forwarded to: The Chief Executive Officer; Osindisweni Hospital; Private Bag X 15; Verulam, 4340
CLOSING DATE: 13 July 2018
POST 26/305: ASSISTANT DIRECTOR: RADIOGRAPHY (GR 1) REF NO: AD: RADIOGRAPHY IMAGING -MRI/1/2018 (X1 POST)

SALARY: R559 611 per annum plus 13th Cheque, Medical Aid – Optional. Plus Housing Allowance – employee must meet prescribed requirements.
CENTRE: Ialch
REQUIREMENTS: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice). A minimum of 3 years’ experience in Diagnostic Radiography of which 2 years must be must be at a supervisory level within the radiology department after registration with HPCSA as a Diagnostic radiographer. Recommendations: Experience in working in a radiology department that has integrated HIS, RIS & PACS systems. Experience in advanced specialised radiological procedures. Knowledge, Skills Training And Competencies Required: Working knowledge and experience of radiography principles, systems and procedures performed within radiology department but not limited to, Angiography or CT scanning or Mammography. Working knowledge and experience of radiography management. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Computer literacy. Working knowledge and experience of digital radiology workflows including HIS, RIS and PACS systems. Knowledge of radiographic training requirements. Knowledge of relevant public service policies, acts and regulations. Comprehensive knowledge of OHS Act and other relevant Health Acts. Knowledge of HR related policies and procedures. Working knowledge and experience of EPMDS. Knowledge of quality assurance policies. Human resource management skills. Knowledge of basic supply chain processes. Sound interpersonal and problem solving skills. Good verbal and written communication skills.

DUTIES: Supervise and participate in the provision of clinical radiographic services during advanced specialised radiological procedures, by implementation of departmental policies & procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and techniques. Supervise and participate in the radiation protection program in a completely digital radiology and central hospital environment, ensuring that radiation safety protocols in compliance with the Department Of Health Radiation Control Directorate are adhered to. Participate in the training & development program for radiographers, by the implementation of appropriate training and development programs for radiography and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Participate in cost centre and forward stores supervision in the Angiography section of the department through ensuring efficient and effective control and use of surgical sundries, pharmaceuticals, equipment, miscellaneous stores and the radiology facility. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels for the radiology department with the guidance of the manager. Ensure that all administrative functions required in the component and subcomponents are performed to the required standard, including employee performance, management and development systems. Perform overtime duties as required.

ENQUIRIES: Ms BV Mfeka Tel No: 031 2401950
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be
submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**  
13 July 2018

**POST 26/306**  
OPERATIONAL MANAGER NURSING GRADE 1 SPECIALTY (REF NO: EKO 02/2018)

**SALARY**  
R532 449 – R599 274 per annum  
Other Benefits: 13th cheque, 8% Rural allowance, medical aid (optional) and Housing allowance (employee to meet requirements)

**CENTRE**  
Ekcombe District Hospital

**REQUIREMENTS**  
Senior certificate/Grade 12 Degree/diploma in General Nursing and Midwifery.  
A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Child Nursing Science. Current proof of registration with SANC (2018). Proof of experience endorsed by Human Resource office/ certificate of service. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and 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, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programmes.

**DUTIES**  
Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework: Plan/organize and monitor the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. Ensure continuity of patient care on all levels i.e. work book, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources: Human Resources: Planning of the allocation/change list, day and night duty and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Evaluate staff on work performance – according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse manager. Implement Employer Assistance Plan. Financial Resource: Monitor financial resources with emphasis on cost containment and the keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, i.e. UPFS. Order and monitor appropriate levels of consumable i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used. Check ward
dispensary. Daily emergency cart control. Services: Monitor services, i.e. linen and cleaning in conjunction with housekeeping staff. Monitor telephone use and keep records. Coordination of the provision of effective training and research: Plan for the provision, orientation, induction and mentoring of all nursing staff and orientation of other staff. Plan and coordinate training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data. Contribute to evidence based research. Provision of effective support to Nursing Services: Assist with relief duties of the supervisors. Partake overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development: Maintain the Code of Conduct: Public Service Professional Body. Seek learning opportunities: In-service training.

ENQUIRIES: Ms PL Ntuli Tel No: (035) 834 8005
APPLICATIONS: All applications should be posted to: The Hospital CEO, Ekombe District Hospital, Private Bag x 203, Kranskop, 3268
FOR ATTENTION: Human Resource Manager: Mr SP Nene
NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. 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 certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. African males and people with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his/her application, in due course.

CLOSING DATE: 20 July 2018.

POST 26/307: OPERATIONAL MANAGER (GENERAL STREAM) GRADE 1: REF NO: APP/05/2018

SALARY: R420 318 - R473 067 per annum
Benefits: 13th cheque, medical aid (optional) and 8% rural allowance.

CENTRE: Appelsbosch Hospital (OPD)


DUTIES: Supervise service delivery and develop all practices and system to ensure the provision of an effective patient care through health promotion programs and adherence to quality improvement practices. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial, physical and material resources. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Encourage and monitor adherence to Batho Pele principles. Develop and control risk management system within the unit. Ability to manage grievances according to prescripts. Ensure that all staff adheres to
ENQUIRIES: Mrs. MT Zondi Tel No: (032) 294 8000 ext. 261
APPLICATIONS: Human Resource Manager, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION: Mr. AR Mthethwa
NOTE: Equity Target: African Male
CLOSING DATE: 13 July 2018

POST 26/308: CLINICAL NURSE PRACTITIONER (PHC) GR 1 & GR 2 REF NO: STC 04/2018 (X1 POST)
Component: School Health Services

SALARY: Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque; 8% Inhospitable Rural allowance; Medical Aid (optional); Home Owner allowance (employee must meet prescribed requirements)

CENTRE: St Chads CHC
REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in Nursing Science and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2018),Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Grade 1: A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. Grade 2: A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recogizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Recommendation: Driver's license (code EB), Computer literacy. Knowledge, Skills And Experience Required: Knowledge of all applicable legislations such as Nursing ACTs; Mental Act; OH&S Acts; Batho Pele principles and patient right charter; Labour relations act; grievance procedures etc. Leadership; organizational; decision making and problem solving; conflict handling and counselling. Good verbal and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relation skill. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

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

ENQUIRIES: Mrs C I Ndlovu Tel No: 036 637 9600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, P.O.Box 2238 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
FOR ATTENTION: Mr S.D.Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of
ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE** : 20 July 2018

**POST 26/309** : CLINICAL NURSE PRACTITIONER - SCHOOL HEALTH SERVICES: PRIMARY HEALTH CARE STREAM: REF NO: UMG01/37/18

**Component**: Ndaleni Clinic

**SALARY**

- Grade 1: R362 559 – R420 318 per annum PLUS 8% Rural allowance
- Grade 2: R445 917 – R548 436 per annum PLUS 8% rural allowance

**Benefits**: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE** : Umgungundlovu District Office

**REQUIREMENTS**

- **Grade 1**: grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse

- **Grade 2**: Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

**DUTIES**

- To develop and implement an integrated School Health Services within the comprehensive PHC services. Co-ordinate and facilitate Health Promotion and Education according to need of the school. Conduct Grade R/1 health assessment as per school essential package. Assist in the development of an effective follow-up programme for learners after referral and networking with other stakeholders. To initiate and maintain quality School Health Programmes. To conduct campaigns and mobilize the community. Supervision of staff under your component. To work in PHC Services Mobile or fixed clinic during school holidays or when need arise.

**ENQUIRIES** : Mrs NA Mbana 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. 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: 13 July 2018

POST 26/310: PROFESSIONAL NURSE; SPECIALITY NURSING STREAM REF NO: PN (SPEC NURS) /2/2018 (X1 POST)

SALARY: Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE REQUIREMENTS: Inkosi Albert Luthuli Central Hospital

Degree/ Diploma in General Nursing and Midwifery and one (1) year post basic qualification in Paediatrics/Child Nursing Science. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. The incumbent will also be expected to do night duty. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES: Mrs N O Mkhize Tel No: (031) 240 1063

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

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current
employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 13 July 2018

**POST 26/311**: PROFESSIONAL NURSE - SPECIALITY ADVANCED MIDWIFERY & NEONATOLOGY REF NO: GS 29/18 (X1 POST)

**Component**: Nursing

**SALARY**: Grade 1: R362 559 - R420 318 per annum, PLUS 13th cheque, medical- aid (optional); Housing Allowance (employees must meet the prescribed requirement).

Grade 2: R445 917 - R548 436 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE**: Greys Hospital, Pietermaritzburg

**REQUIREMENTS**: Minimum Requirements: Degree/Diploma in General Nursing and Midwifery One (1) year post basic qualification in Advanced Midwifery and Neonatology Minimum of 4 years appropriate/recognizable experience as General Nurse Current registration with SANC. Recommendation: Relevant experience in an obstetrics ward/clinic will be an added advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients rights charter. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality.

**DUTIES**: Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in service training of EMTCT, BFHI and ESMOE. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

**ENQUIRIES**: Mrs. K T McKenzie Tel No: 033-897 3331

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

**FOR ATTENTION**: Mrs. M. Chandulal

**NOTE**: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 29/18. Please note due to large numbers of applications we envisage to
receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**: 13 July 2018

**POST 26/312**

**PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 26/2018 (X5 POSTS)**

Directorate: Theatre

**SALARY**

Gr. 1: R362 559 – R420 318 per annum
Gr. 2: R445 917 – R548 436 per annum

Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**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 relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. 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. **Gr. 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. **Gr. 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.

**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, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources.

**ENQUIRIES**

Mr. B.B. Khoza Tel No: 031 360 3026

**APPLICATIONS**

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

**NOTE**

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we
receive, receipt of applications will not be acknowledged. Should you not be 
advised within 60 days of the closing date, kindly consider your application as 
unsuccessful. Please note that due to financial constraints, there will be no 
payment of S&T claims.

CLOSING DATE : 13 July 2018

POST 26/313 : PHARMACIST ASSISTANT BASIC GRADE 2 OR PHARMACY ASSISTANT POST BASIC GRADE 1 REF NO: APP04/2018(X7 POST)

SALARY : Pharmacist Assistant (Post Basic) Grade 1: R196 218 – R221 034 per annum
Pharmacist Assistant (Basic) Grade 2: R156 957 - R179 451 per annum

CENTRE : Gcumisa clinic (X1 Post)
Efaye clinic (X1 Post)
Mambedwini clinic (X1 Post)
Bambanani clinic (X1 Post)
Emtulwa clinic (X1 Post)
Crammond clinic (X1 Post)
Mayizekanye clinic (X1 Post)

REQUIREMENTS : Grade 12 qualification, Registration Certificate with SAPC as Pharmacist Assistant Basic or Post basic. Registration with the SAPC for study towards Post Basic Pharmacist Assistant qualification. Proof of SAPC current registration (2018 annual receipt). Recommendation: Exposure in Primary Health Care Facility. Proof of Computer Literacy.

DUTIES : Perform all duties in accordance with the scope of practice, regulations and standard operating procedure. Be responsible for ordering, receiving, proper storage of general and thermo-labile medicines. Issuing of medicine to consultation rooms. Management of chronic medication dispensed by the supporting hospital, running the electronic system or manual system for stock take, stock levels and stock security. Prepare medicine for delivery and issuing of medicine parcels to patients in support to mobile clinics, ARV and TB clinic as well as WOBO'T'S. Provide basic PHC education and counselling to patients on safe and effective use of medication. Collect and maintain the necessary records, statistics and information. Maintain good housekeeping, Infection control and prevention in the pharmaceutical environment. Co-ordinate CCMDD project between the patient, health facilities and pick up points. Promote and educate the patients and clients on CCMDD related issues. Handle queries from patients regarding CCMDD.

ENQUIRIES : Mr. A Mahabir Tel No: (032) 2948000 ext. 142
APPLICATIONS : Human Resource Manager, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION : Mr. PK Mabaso
NOTE : Equity Target: African Male
CLOSING DATE : 13 July 2018
ANNEXURE V

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

APPLICATIONS: Applications should be addressed to: The District Director, Private Bag X 9709, Polokwane, 0700 or submitted at: 34 Hans Van Rensburg Street, Moolman Building, Ground floor.

CLOSING DATE: 13th July 2018@16h00

NOTE: Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualifications certificates and IDs on the day of the interviews for verification purposes. The recommended candidates for appointment will be subjected to Personnel Suitability Check for Security reasons. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. The contents of this Circular will also be posted on the following websites: www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za and www.vukuzenzele.gov.za.

OTHER POSTS

POST 26/314: STAFF NURSE: GRADE 1; REF NO: DSD/54 (X3 POSTS)

SALARY: commencing salary notch: R161 376 Per Annum, Level: Grade 1
CENTRE: Sekutupu Old Age Home
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4315/4426

POST 26/315: NURSING ASSISTANT GRADE 1; REF NO: DSD/55 (X4 POSTS)

SALARY: commencing salary notch: R124 788 per annum, Level Grade 1
CENTRE: Sekutupu Old Age Home
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4315/4426
APPLICATIONS: All applications should be directed to: The Chief Executive Officer OR Hand delivered to: Witbank Hospital; Mandela Avenue; Department of Health; Emalahleni; Private Bag X 7206; 1035 - Admin Block; Emalahleni; 1035

FOR ATTENTION: Ms Belinda Silinda

CLOSING DATE: 13 July 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

NOTE: Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider 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. (People with disabilities are requested to apply and indicate such in their application forms)

OTHER POSTS

POST 26/316: MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/JUNE/18/48

SALARY: R1 051 368 – R1 115 874 per annum (All Inclusive Salary Package) Plus Commuted Overtime (OSD Requirements)

CENTRE: Witbank Hospital

REQUIREMENTS: MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2018/2019). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience.

DUTIES: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching). Perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department

ENQUIRIES: Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)
POST 26/317 : MEDICAL SPECIALIST GRADE 1: OPHTHALMOLOGY REF NO: MPDOH/JUNE/18/49

SALARY : R1 051 368 – R1 115 874 per annum (All Inclusive Salary Package) Plus Commuted Overtime (OSD Requirements).

CENTRE : Witbank Hospital

REQUIREMENTS : MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist in Ophthalmology with HPCSA (2017/2018). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Ophthalmology, sound knowledge of medical ethics, good communication skills, Problem solving skills, leadership and decision making qualities, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.

DUTIES : To perform surgical procedures, such as keyhole surgery and laser surgery, as well as managing emergency eye clinics, outpatient clinics or other specialist eye clinics. Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

POST 26/318 : MANAGER: DISEASE SURVEILLANCE REF NO: MPDOH/JULY/18/01

SALARY : R851 463 – R904 719 per annum (OSD) (All Inclusive Salary Package)

CENTRE : Provincial Office - Nelspruit

REQUIREMENTS : A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional body of South Africa. At least three (3) to five (5) years’ experience in Management Services preferably in communicable disease control and Public Health Disease surveillance related field. An honors or master’s degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of emerging and re-emerging infectious diseases and Public Health disease surveillance system. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on Public health surveillance and communicable disease strategies. 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 Annual Performance Plan. Verbal and written communication skills. Driver’s license. Skills: Strong analytical skills and extensive experience in M&E of programmes. Report writing. Good communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES : Strengthening surveillance systems, harmonizing the use of inform from various sources, and analyzing and reporting as required. Develop early warning system to detect potential outbreaks. Develop, implement, monitor and evaluate policy guidelines for control of communicable and Public Health disease Surveillance. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and standard operating procedures (SOPs) for epidemic –prone communicable disease and Public Health disease Surveillance. Coordinate the control of disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of communicable diseases. Provide accurate information to Senior Managers and other stakeholders for evidence –based decision making and programme planning and evaluation. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role-players and the private

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sectors to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme. Prepare to work under pressure.

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

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

**FOR ATTENTION NOTE**: Ms D Khoza

**NOTE**: Short listed candidates will need to undergo a Competency Assessment.

**POST 26/319**: DENTIST GRADE 1 – 2 REF NO: MPDOH/JUNE/18/50

**SALARY**: R757 707 – R975 945 per annum. (All Inclusive Salary Package) (OSD Requirements).

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Matric certificate. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver’s license. 

**Grade 1**: Experience none after registration with HPCSA as Dentist. 

**Grade 2**: A minimum of 7 years appropriate experience as Dentist after registration with HPCSA as Dentist.

**DUTIES**: Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes. These doctors also need to understand the use of dental equipment and know how to supervise hygienists, assistants, technicians and receptionists.

**ENQUIRIES**: Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/320**: PHARMACIST GRADE 1 – 2 REF NO: MPDOH/JUNE/18/51

**SALARY**: R655 980 – R757 707 per annum. (All-inclusive salary package) (OSD Requirements).

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: Basic qualifications accredited with the S.A Pharmacy council (SAPC) that allows registration with the SAPC and Grade 12. Proof of current registration with the S.A. Pharmacy council as a Pharmacist. Experience in Government will be an added advantage and must have a procurement background. Driver’s licence is essential. Less than five (05) years appropriate experience after registration as pharmacist with SAPC. 

**Grade 2**: Minimum of five (05) years but less than thirteen (13) years appropriate experience after registration as pharmacist with SAPC. Experience in government will be an added advantage and must have a procurement background.

**DUTIES**: Placing of orders on an electronic ordering system (Rx Solution). Provision of weekly reports on purchases. Monitoring of supplier performance in relation to memorandum of understanding with all stake holders. Monitoring of all procurement activities and provide advice and feed back to all clients. Monitor commitments and expenditure trends. Keep record of budget versus expenditure and provide advice on over or under spending. Provide advice on procurement options to assist in running an efficient and effective business model in line with the Pharmaceutical and financial policy of the department. Participate in the Hospital Pharmaceutics and Therapeutics committee and the committee for Antimicrobial Stewardship. Perform any other duties delegated by management. Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Manage the control and distribution of medication to clinics, in patients and out patients. Engage in effective communication to ensure that quality of service is rendered. Exercise control over expenditure by ensuring non- wastage of pharmaceutical and other resources.

**ENQUIRIES**: Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/321**: ASSISTANT MANAGER NURSING (SPECIALTY – ADVANCED MIDWIFERY & NEONATOLOGY) REF NO: MPDOH/JUNE/18/52

**SALARY**: R581 826 – R654 840 per annum plus benefits (OSD Requirements).
CENTRE: Witbank Hospital

REQUIREMENTS:
Grade 12 certificate. Basic R425 qualification (Degree/Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable specialty in this field (Maternity). At least a minimum of 6 years recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at managerial level. Ability to manage Maternity & Neonatology. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration and nursing education qualifications Driver's license will be an added advantage. Attach copies of your service certificate for previous experience.

DUTIES:
Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the hospital. Ensure the implementation of the Patient’s Rights Charter as well as Batho Pele Principles. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious background.

ENQUIRIES:
Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

POST 26/322:
OPERATIONAL MANAGER (SPECIALTY: TRAUMA AND EMERGENCY) REF NO: MPDOH/JUNE/18/54

SALARY:
R532 449 - R599 274 per annum plus benefits (OSD Requirements)

CENTRE: Middelburg Hospital

REQUIREMENTS:
Current Registration with SANC as a Professional Nurse and Midwife, Diploma/Degree in nursing or equivalent qualification, a post-basic nursing. Qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science or Paediatric Nursing Science. A minimum of 9/nine years Appropriate/recognizable experience after registration with SANC as a General Nurse. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year Post Basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource Department, Knowledge, Skills, Training and Competencies Required: Good verbal and written communication skills, written report writing skills, effective customer communication skills.

**DUTIES**

Promote quality nursing Care as directed by the Professional scope of practice and standards as determined by the Institution. Assist in planning, organizing and monitoring of objectives of the unit and Departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and Care including awareness and willingness to respond to patient’s needs. Requirements and expectations (Batho Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all Resources within units effectively and efficiently to ensure optimal survive Delivery. Carry out PMDS evaluation of staff, formulate training programmes and Participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a Safe therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / ward and report to nursing management.

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms D Khoza

**POST 26/324**

CHIEF RADIOGRAPHER DIAGNOSTIC GRADE 1 REF NO: MPDOH/JULY/18/03

**SALARY**

R440 982 – R489 429 per annum (OSD Requirements on years of experience).

**CENTRE REQUIREMENTS**

Bernice Samuel Hospital

**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. Knowledge of National Core standards and Six Key priorities.

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms D Khoza

**POST 26/325**

OPERATIONAL MANAGER - NIGHT SUPERVISOR REF NO: MPDOH/JUNE/18/53

**SALARY**

R420 318 – R473 067 p ear annum (Depending on the years of experience plus benefits)

**CENTRE REQUIREMENTS**

Witbank Hospital

Registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration and Grade 12 Certificate. A minimum of (9) nine years of appropriate/recognisable experience in nursing after registration as a professional nurse of which (3) three years must be at management level. Submission of certified copies of certificates of serve will be highly recommended.

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**DUTIES**: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.

**ENQUIRIES**: Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/326**: PROFESSIONAL NURSE SPECIALITY GRADE 1 - 2 (PAEDIATRICS AND ICU) (X2 POSTS) REF NO: MPDOH/JUNE/18/55

**SALARY**: R362 559 – R420 318 per annum (OSD Requirements)

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Intensive Care Unit and Neonatology. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

**ENQUIRIES**: Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/327**: PROFESSIONAL NURSE: PN-B1 (MIDWIFE) REF NO: MPDOH/JULY/18/04

**SALARY**: R362 559 – R420 318 per annum (depending on experience)

**CENTRE**: Middelburg Hospital

**REQUIREMENTS**: Diploma/Degree in Nursing. Diploma in Midwifery advance Midwifery will be added as advantage. Registered with SANC as a professional Nurse: Midwife. Experience of two years and be currently working in Maternity. Be knowledgeable regarding the present Maternity guidelines including PMTCT.


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

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

**FOR ATTENTION**: Ms D Khoza

**POST 26/328**: SENIOR TRAINING OFFICER HRD REF NO: MPDOH/JUNE/18/56

**SALARY**: R299 709 per annum (Level 08) plus benefits.

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: National Diploma/Degree in HRD or equivalent qualification plus 6 years’ experience in HRD/Training. Ability to meet deadlines. Excellent written and verbal communication skills. Good presentation and facilitation skills,

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

POST 26/329: CHIEF ADMINISTRATION OFFICER: AUXILIARY SERVICES REF NO: MPDOH/JULY/18/06

SALARY: R299 708 per annum [Level 08]

CENTRE: Witbank Hospital

REQUIREMENTS: Grade 12 with at least three to five years’ experience or a recognised degree or diploma. Knowledge of applicable prescripts and regulations governing public service. Hard worker. Computer literacy. Inter-personal relations. Ability to work independently. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure.

DUTIES: Implement policies and processes on office support services. Facilitate and render general office support service (cleaning, gardening Porters and Mortuary). Monitor housekeeping services. Monitor food services. Monitor laundry services.

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

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

FOR ATTENTION: Ms D Khoza

POST 26/330: ADMINISTRATIVE OFFICER: PATIENT ADMISSIONS REF NO: MPDOH/JUNE/18/57

SALARY: R242 475 per annum (Level 07) plus benefits

CENTRE: Witbank Hospital

REQUIREMENTS: Grade 12 Certificate/STD 10 or NQF Level 4 or National Qualification Vocational. More than 10 year’s relevant experience in Patient Administration. Knowledge of administration procedures relating to Patient Admin including norms and standards, planning and organizing, Reporting procedures and procurement directives and procedures. Knowledge of computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure. Computer literate. Sound knowledge of patient’s fee and relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of PEIS, PPPFM and UPFS. Valid Code EB driver’s license

DUTIES: Render supervision of administrative support on 24-hour shift system. Administrative Officer must ensure that shift workers perform their duties according to the prescribed financial regulation. Manage cash flow. To ensure that the PEIS system is used correctly and if they make mistakes, this person must override the system to correct the mistake. Prepare 24 hour shift rosters. Control overtime, standby and Sunday time claims. Control porter and mortuary services. Control transportation of corpses. Assist with tender procedures for transportation of corpses. Handle patient administration. Handle enquiries relating to patients, porters and mortuary services. Proper keeping of records. Control and assist with all Telephone requests, creating Speed dial and pin numbers on Telkom System, report all defaults to Telkom on daily basis, control and manage Ward Clerks, Assess all staff on PMDS.

ENQUIRIES: Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

POST 26/331: PROFESSIONAL NURSE GR1: GENERAL REF NO: MPDOH/JULY/18/05 (X6 POSTS)

SALARY: R241 908 – R280 437 per annum (OSD Requirements)

CENTRE: Bernice Samuel Hospital

REQUIREMENTS: Registration with the South African Nursing Council as a General Nurse and Midwife. Ability to work independently. Must be able to work under pressure
and manage heavy patient loads. Good verbal and report skills. Good interpersonal skills, commitment and dedication. Ability to implement and manage changes. Valid driver’s license will be a recommendation.

**DUTIES**

Provide health care services in the hospital. Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and systems to ensure quality patient care. Provide nursing care within scope of practice. Ensure the implementation of Patient Rights Charter and Batho Pele principles. Educate staff and patients. Work closely with the community. Provide comprehensive and quality nursing care according to the standards and guidelines. Keep concise and legible records and ensure that nurses do likewise. Manage medication. Adhere to Batho Pele Principles and Patient Rights Charter.

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms D Khoza

**POST 26/332**

**STAFF NURSE GRADE1: REF NO: MPDOH/JUNE/18/58 (X2 POSTS)**

(Replacement)

**SALARY**

R161 376 – R181 620 per annum (OSD Requirements) (Depending on the years of experience plus benefits)

**CENTRE**

Witbank Hospital

**REQUIREMENTS**

Grade 12 certificate. Certificate of enrolment as a Staff Nurse. Current registration with the South African Nursing Council (SANC). Basic knowledge of the laws that govern the professional Basic Nursing skills. Previous experience should be confirmed by submission of certified copies of certificates of service.

**DUTIES**

Implement quality nursing care within the scope of practice for Enrolled Nurse. Render support to nursing Professionals. Efficiently use stock and equipment. Adhere to Batho Pele Principles and Patient's Rights Charter. Communicate effectively with patients, supervisors and other clinicians.

**ENQUIRIES**

Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/333**

**DENTAL ASSISTANT REF NO: MPDOH/JULY/18/07**

**SALARY**

R158 595 – R181 332 per annum (OSD Requirements depending on experience.

**CENTRE**

Bernice Samuel Hospital

**REQUIREMENTS**

Grade 12 or equivalent. Understanding of the Oral Health environment. Experience in oral health services will be an added advantage. Ability to do physical labour, Ability to liaise with all stakeholders and other team players.

**DUTIES**

Assist in the daily functioning of the Oral Health department. Register patients and keep record of services provided to patients on daily basis. Maintain records of QA tests and inspections conducted in the section.

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms D Khoza
ANNEXURE X

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions.

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

CLOSING DATE: 13 July 2018

NOTE: Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be subjected to a background screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POSTS

POST 26/334: DEPUTY DIRECTOR – DG SUPPORT REF NO: NWOoP/18/16/01

SALARY: R657 558 per annum Level 11 (All Inclusive Package)

CENTRE: Mahikeng

REQUIREMENTS: A Bachelor’s Degree/National Diploma in Public Administration/Public Management and/ or equivalent (NQF level and Credits). 5 - 7 years appropriate experience of which 3 years should be at an Assistant Director Level. Language skills and the ability to communicate with people from different backgrounds. Good telephone etiquette, Computer literacy. Sound organisational, Interpersonal, High level of reliability; Written communication, Ability to act with tact and discretion, Ability to do research and analyse document and situations, Good grooming and presentation, Self-management. Ability to work under pressure and independently with limited supervision, Willingness to work extended hours when required. Valid driver’s license.

DUTIES: Provide administrative support to the Office of the DG. Assist in managing incoming and outgoing documents and correspondence. Manage the issue management list/Management action list. Provide secretarial support to DG’s meetings (including writing of reports, minute taking, compilation of action lists). Liaise with programme managers within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on provincial issues. Draft memos and write reports. Supervise staff in the office of the Director-General. Compile monthly financial and non-financial reports of the DG’s office.

ENQUIRIES: Mr. M.I. Tselangoe, Tel No: 018 388-3040.

POST 26/335: ASSISTANT DIRECTOR – PHYSICAL SECURITY REF NO: NWOoP/18/16/02

SALARY: R334 545 per annum (Level 09)

CENTRE: Mahikeng

REQUIREMENTS: Bachelor’s Degree/ National Diploma in Security & Risk Management/Security Management, Grade A certificate in Security, Registered with PSIRA. 3 – 5 years relevant working experience in Security Administration of which 2 years should be at a supervisory level. State Security Agency (SSA)/National
Intelligence Agency (NIA) Security Managers Course, Event Management and Computer literacy will be an added advantage. Skills: Coordination, Good communication (Verbally and in writing), investigation, Conflict management and Presentation. Knowledge of Minimum Physical Security Standards (MPSS) and other related security prescripts. Valid driver’s license.

**DUTIES**
- Co-ordination and monitoring the implementation of physical security measures in all provincial departments. Coordinate and conduct physical security breaches investigations. Coordinate and conduct Safety and Security of the Provincial Events. Management of subordinates.

**ENQUIRIES**
- Mr. N. Matshavhange, Tel No: 018 -3884694

**POST 26/336**
- ASSISTANT DIRECTOR – DISTRICT COORDINATOR REF NO: NWOoP/18/16/03

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

**CENTRE**
- Vryburg

**REQUIREMENTS**
- Bachelor’s Degree/National Diploma in Public Administration and/ or equivalent (NQF level and Credits). 3-5 years relevant working experience in community development of which 2 year should be at a supervisory level. Code 8 valid driver’s licence. Computer literacy. Willingness to travel. Good communication, writing and interpersonal relations skills.

**DUTIES**
- Manage and consolidate the database on identified service delivery needs in the district. Updating the District Setsokotsane Operation Centre with identified service delivery needs (Inclusive of Assessments and escalation of referrals). Consolidate Frontline service delivery monitoring programme in the district. Consolidate public participation programme in the district. Perform other duties as delegated

**ENQUIRIES**
- Mr. A Gaetsosiwe and Mr. O. Dithejane Tel No: 053 928 0351
ANNEXURE Y

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 26/337 : HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)
Metro Health Services

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Valkenberg Hospital (This is a joint appointment with the University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 year’s appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff. Extensive experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

DUTIES : Head the Clinical Psychiatric services of Valkenberg Hospital and provide clinical leadership (strategic planning, monitoring and evaluation) and supervisory management of the Department. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment and rehabilitation programmes. Provide an effective psychiatric consultation service and outreach to the Sub-districts that form part of the Valkenberg Catchment Area Service Platform. Responsible to the Executive Head of Department of Psychiatry of the University of Cape Town (UCT) for academic activities at Valkenberg Hospital including training and supervision of students and post graduates affiliated to the university. Accountable to the CEO of Valkenberg Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform appropriate clinical operational research and conduct and supervise research activities.

ENQUIRIES : Ms C Dean, Tel No: (021) 826-5786
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 July 2018

POST 26/338 : MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual’s personal needs).

CENTRE

George Hospital

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office) is mandatory. Ability to perform basic laparoscopic surgery.

DUTIES

Render an efficient and cost-effective Obstetrics and Gynaecology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with Effective and efficient administration of the Obstetrics and Gynaecology Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Assist the Head of the department with Antibiotic stewardship. Effective and efficient training of clinical staff, including elective students.

ENQUIRIES

Dr ZN North, Tel No: (044) 802-4535

APPLICATIONS

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. “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 whom 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

13 July 2018

POST 26/339

OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS AND NEONATOLOGY)

Chief Directorate: Rural Health Services

SALARY

R532 449 (PN-B3) per annum

CENTRE

George Hospital

REQUIREMENTS

Minimum educational qualification: Basic R425 qualification (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 a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional Council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt for 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies knowledge/skills): Knowledge and insight of legislation and policies relevant to current Nursing practices within the Public Service as well as the ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Ability to
manage own work and that of the units reporting to the post with good auditing skills and computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES**

Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage effectively the utilisation and supervision of resources and maintain professional growth/ethical standards and self-development. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**

MS GE Sellars, Tel No: (044) 802-4537

**APPLICATIONS**

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**

13 July 2018

**POST 26/340**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)

Cape Winelands Health District

**SALARY**

R532 499 (PN-B3) per annum

**CENTRE**

Wellington CDC (1 post), Gouda Clinic (X1 post)

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with 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. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

**DUTIES**

Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

**ENQUIRIES**

Ms C Solomons, Tel No: (021) 862-4520

**APPLICATIONS**

To the District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**FOR ATTENTION**

Ms JB Salie

**NOTE**

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

**CLOSING DATE**

13 July 2018
POST 26/341 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Cape Winelands Health District

SALARY : R532 499 (PN-B3) per annum
CENTRE : Witzenberg Sub-district
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 accredited with the SANC (R48). 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. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, 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 : Manage, control and act in facet of Health-, Support-, Security-, Cleaning- Infection control and Ground services. Personnel matters including Supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short-/medium-/long term basis. Rendering of Clinical services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participation in Community involvement. Collection, verification and timeous submission of accurate statistics.

ENQUIRIES : Mr L Wawini, Tel No: (023) 316-9600
APPLICATIONS : To 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.
CLOSING DATE : 13 July 2018

POST 26/342 : PRIMARY HEALTH CARE MANAGER
West Coast District

SALARY : R444 693 per annum
CENTRE : Bergriver Primary Health Care
REQUIREMENTS : Minimum educational qualification: Appropriate health related qualification (i.e. National/Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy Council (SAPC). Registration with a professional council: Current registration with a Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or Pharmacy Council of South Africa (SAPC). Experience: Appropriate experience in District Health Systems/Management/Services. Appropriate experience in Primary health care management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency (written and verbal) in at least two of the three official languages of the Western Cape. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution-skills, as well as computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof, as well as experience in office administration, financial and procurement administration.

DUTIES : Operational and strategic management of PHC services in Rural District Health Services for the Bergriver Sub-district. Overall efficient management of
the PHC services of the Sub-district with regard to policy implementation and procedures to ensure integrated and quality services are rendered. Manage, coordinate, plan, monitor and evaluate all primary care health services and programmes to ensure efficiency, integration and improved health outcomes. Manage Human Resources, Skills Development and Labour Relations, as well as critical support functions. Ensure adequate financial planning and control through efficient financial and budget management. Liaise and interact with micro-specific and macro/general environment-networking.

ENQUIRIES: Ms C Bester, Tel No: (022) 487-9210/Dr B Smith, Tel No: (022) 487-9201
APPLICATIONS: The District Director: West Coast district Office, Private Bag X15, Malmesbury, 9299.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 13 July 2018

POST 26/343: RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCLOGY THERAPY)

SALARY:
Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience:
Grade 1: Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Inherent requirements of the job: Must be willing to work shifts when required. Physics ability to handle quality assurance equipment. Valid Code (B/EB) driver's licence.
Competencies (knowledge/skills):
Skills and knowledge pertaining to the scope and statutory requirements of the profession of Radiographer. Good communication, interpersonal relationship, research and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy.

DUTIES:
Supply physics support to treatment planning and on the radiotherapy treatment floor, including management of licensing requirements. Control, delegate and co-ordinate quality assurance -related activities in radiotherapy in conjunction with medical physicists. Manage and develop the Quality Management System in radiotherapy. Perform dosimetry, quality assurance and radiation protection functions of medical physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Assist with lecturing of the under-and post-graduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the teaching, research and development programmes of the Medical Physics Department.

ENQUIRIES: Ms H Mac Gregor, Tel No: (021) 404-6275 or E-mail: hannelie.macgregor@uct.ac.za
APPLICATIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
POST 26/345: ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)

NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 13 July 2018

SALARY:
- Grade A: R179 523 per annum
- Grade B: R211 464 per annum
- Grade C: R246 870 per annum

CENTRE: Groote Schuur Hospital, Observatory

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 requirement of the job: Valid (Code B/EB) driver’s licence.
Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do welding work.

DUTIES:
- Repair and maintenance of air-conditioning and refrigeration systems including screw chillers refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations.
- Assist Artisan Foreman with administration, planning and schedules.
- Control over tools and materials.
- Training and develop staff.
- Perform standby duties when necessary.

ENQUIRIES: Mr AK Mgcodo, Tel No: (021) 404-6314
APPLICATIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
NOTE: Shortlisted candidates will be subjected to do a competency test. No payment of any kind is required when applying for this post.
CLOSING DATE: 20 July 2018

POST 26/346: ARTISAN PRODUCTION GRADE A TO C

SALARY:
- Grade A: R179 523 per annum
- Grade B: R211 464 per annum
- Grade C: R246 870 per annum

CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

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: Valid driver’s licence (Code B/EB) and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES:
- Maintenance and repair of all plant and equipment at Red Cross Hospital under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.

ENQUIRIES: Mr D Brindley, Tel No: (021) 658-5124
APPLICATIONS: To the Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Rondebosch, 7701.
FOR ATTENTION: Ms T Nqola
NOTE: Shortlisted candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.
CLOSING DATE: 20 July 2018
POST 26/347: ADMINISTRATION CLERK: WARDS
Chief Directorate: Metro Health Services
SALARY: R163 563 per annum
CENTRE: Karl Bremer Hospital
REQUIREMENTS: Minimum educational qualification: Grade 12/ Senior Certificate (or equivalent). Experience: Appropriate experience in a ward environment and working with clients. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and relief in other departments. Competencies (knowledge/skills): Good communication skills, both verbal and written, in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel). The ability to type approximately 20-25 words per minute. Knowledge or experience of the LOGIS system. Knowledge or experience of the Clinicom (Hospital Information) System. Problem solving and conflict management with good planning and organisational skills. Ability to maintain confidentiality.
DUTIES: Deliver an effective admin support service to members of the health team. Performing administrative duties, e.g. record-keeping of all nursing personnel activities, typing, faxing and photocopying. Answering telephone and arranging appointments. Complete and file documents according to the filing system of the department. Perform relief duties as requested. Complete daily, weekly and monthly statistics, report and data capturing. Ordering of ward stock on LOGIS and assist with asset control.
ENQUIRIES: Ms I Adams, Tel No: (021) 918-1206
APPLICATIONS: To the Manager, Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION: Ms A Dyers
NOTE: Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE: 20 July 2018
POST 26/348: CLEANER
Overberg District
SALARY: R96 549 per annum
CENTRE: Overberg District Office
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner. Inherent requirement of the job: Rotate in different departments according to operational need and requirements. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse/waste products. Ability to function independently and/or as part of a team. Ability to work under pressure.
DUTIES: General cleaning (i.e. dust, sweep, vacuum, polish of floors and furniture, clean windows, toilets scrubbing and mopping, emptying of dustbins and removal of rubbish bags according to the day/weekly program of the cleaning services. Prepare boardroom/training room and other venues for meetings and ensure cleaning thereafter. Render an effective, efficient and safe hygiene service in and around the District Office. Effective management of equipment and stock control. Render assistance to the supervisor.
ENQUIRIES: Mr DW September, Tel No: (028) 214-5854
APPLICATIONS: 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.
CLOSING DATE: 20 July 2018
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE: 16 July 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00, should you experience any difficulties with your online application contact the Helpline: 086 1145 465 OR Email: candidates@erecruit.co.za. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 26/349: PROFESSIONAL ENGINEERING PRODUCTION: MECHANICAL. REF NO: TPW 2018-143

SALARY: Grade A: R679 338 - R728 400 per annum
Grade B: R769 611 - R829 107 per annum
Grade C: R879 975 - R1 036 557 per annum
( Salary will be determined as per OSD prescripts).

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

REQUIREMENTS: Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience; Compulsory registration with ECSA as a professional engineer; Valid driving licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES: Ms Jodie Thomas at (021) 483 2004