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.
## INDEX
### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>National Department</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defence</td>
<td>A</td>
<td>03 - 05</td>
</tr>
<tr>
<td>Government Printing Works</td>
<td>B</td>
<td>06 - 07</td>
</tr>
<tr>
<td>Health</td>
<td>C</td>
<td>08 - 09</td>
</tr>
<tr>
<td>Higher Education and Training</td>
<td>D</td>
<td>10 - 16</td>
</tr>
<tr>
<td>Justice and Constitutional Development</td>
<td>E</td>
<td>17 - 18</td>
</tr>
<tr>
<td>Labour</td>
<td>F</td>
<td>19 - 32</td>
</tr>
<tr>
<td>Office of the Chief Justice</td>
<td>G</td>
<td>33 - 45</td>
</tr>
<tr>
<td>Public Service and Administration</td>
<td>H</td>
<td>46 - 49</td>
</tr>
<tr>
<td>Women</td>
<td>I</td>
<td>50 - 53</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>Provincial Administration</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape</td>
<td>J</td>
<td>54 - 66</td>
</tr>
<tr>
<td>Free State</td>
<td>K</td>
<td>67</td>
</tr>
<tr>
<td>Gauteng</td>
<td>L</td>
<td>68 - 70</td>
</tr>
<tr>
<td>KwaZulu Natal</td>
<td>M</td>
<td>71 - 92</td>
</tr>
<tr>
<td>Northern Cape</td>
<td>N</td>
<td>93 - 97</td>
</tr>
<tr>
<td>North West</td>
<td>O</td>
<td>98 - 104</td>
</tr>
<tr>
<td>Western Cape</td>
<td>P</td>
<td>105 - 114</td>
</tr>
</tbody>
</table>
DEPARTMENT OF DEFENCE

APPLICATIONS : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a box at the reception.

CLOSING DATE : 03 August 2018 (Applications received after the closing date and faxed copies will not be considered).

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 28/01 : DEPUTY DIRECTOR: PERSONNEL SERVICES, REF NO: DCM/15/18/01
Directorate HR Career Management

SALARY : R697 011 per annum (Level 11)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Degree/National Diploma/NQF level 6 in Human Resource Management or equivalent qualifications and 5 years’ experience as an Assistant Director. Strategic thinking, Innovation/creativity, Management of resources, Influencing, Research and Evaluation (including policy development), Data analysis, Management and leadership, knowledge Management and Project Management. Understanding and application of Public Service Regulations, Public service Act, Basic Conditions of employment Act, Equity Act, Labour Relations Act in an internal auditing
environment of which 5 years should be at middle/senior management level. Knowledge of Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Understanding and application of International Standards for the Professional Practice of Internal Auditing. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presenting skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver’s licence.

**DUTIES**

Manage the recruitment, selection and appointment of Public Service Act Personnel in the Department of Defence. Manage the administration of policies, employment practices and personnel. Manage acting allowance, remuneration and service conditions. Attend Human Resource Management related meetings and recruitment. Manage SMS and MMS Administration and Electronic Financial Disclosures. Manage tasks relating to the provision of an efficient and effective human resource information management system and office administration support service to Directorate HR Career Management. Ensure proper functioning of the HR Registry, achieves and messenger services. Proper utilisation of the Directorate’s state assets including machines, equipment and procurement of goods and services. Effective and efficient utilisation of official transport and authorisation of the use of state vehicles. Analysing of directives issued by Senior Management to determine whether the implementation thereof is in line with prescripts. Reply to HR, audit enquiries and apply legal requirements and government regulations that impact on recruitment. Developing and maintaining DOD wide and broader public service wide advertising systems. Management the PMDS within the Directorate. Provide consultative service to line management, e.g. Partake in higher order inquiries and inputs to relevant policies. Providing direction to team members. Prepare and submit reports (weekly, monthly, quarterly and annually). Manage and supervise staff.

**ENQUIRIES**

Brig Gen M.T. Leketi, Tel No: (012) 339 5001.

**NOTE**

Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

**POST 28/02**

DEPUTY DIRECTOR: CAREER SERVICES REF NO: DCM/15/18/02

Directorate HR Career Management

**SALARY**

R697 011 per annum (Level 11)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A Degree/National Diploma/NQF level 6 in Human Resource Management/Public Management or equivalent qualification and Five (5) years’ experience as an Assistant Director. Strategic thinking, Innovation/creativity, Management of resources, Influencing, Research and Evaluation (including policy development), Data analysis, Management and leadership, Knowledge Management and Project Management. Understanding and application of Public Service Regulations, Public Service Act, Labour Relations Act, PFMA, Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presenting skills. Ability to apply policies, gather and analyse information and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver’s licence.

**DUTIES**

Provide direction, capacity building, development of policies and consultation to and with management. Develop and deliver career development intentions. Skills Development Facilitation. Manage and coordinate ETD nominations, Workplace Skills Plan (WSP) and Annual Training Report (ATR). Maintain a Career Information Reference system. Manage contract administration regarding Public Service Act Personnel studies at state expense, on behalf of Services/Divisions. Develop, implement and execute verification of qualifications procedure. Manage
and supervise subordinates. Direct career management and career development interventions directed at Public Service Act Personnel as well as verification of qualifications (policy development and implementation). Draft management reports (weekly, monthly, quarterly and annually). Apply personnel management practices/procedures in respect of subordinates (ETD, performance assessment, discipline, etc.). Manage and execute management decisions and instructions. Attend meetings as directed/represent Directorate Human Resource Career Management at meeting and forums. Oversee/supervise/manage execution of duties. Provide consultative service to line management, e.g. Partake in higher order inquiries and inputs to relevant policies. Professional guidance and delivery of career services being ethical and confident.

ENQUIRIES

NOTE : Brig Gen M.T. Leketi, Tel No: (012) 339 5001.

NOTE : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.
APPLICATIONS: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

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

CLOSING DATE: 27 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.

OTHER POSTS

POST 28/03: ASSISTANT DIRECTOR: WAREHOUSE MANAGEMENT REF NO: (GPW18/56)

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A 3 year degree/diploma in Supply Chain Management or Logistics or equivalent qualification (NQF Level 6) in Supply Chain Management or Logistics and 3-5 experience in stores management / warehouse distribution, Preferably in a highly paced store, 2-3 years’ supervisory experience, Advanced computer literacy in MS Office software (Word, Excel and Outlook), and ERP system, Good verbal communication as well as good interpersonal skills, Numeric skills.

DUTIES: To manage a warehouse function by enforcing highly effective stock control & distribution system, Establish and implement efficient controls in stock management, Manage distribution through own fleet and 3PL, Preparation and presentation of reports related to store activities , Advise management on demand and forecasting, Quality controls , customer support and feedback and audit activities. Keep accurate records on
inventory, quality check on good received and dispatched. Over all effective management of the store, including managing a team of personnel and their performances. 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 28/04**

: **DRIVER (HEAVY VEHICLE) REF NO: (GPW 18/57)**

(This is a Re-advertisement, candidates who previously applied and are still interested are required to apply)

**SALARY**

: R163 563 per annum (Level 05)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Grade 10 or equivalent qualification with at least 1 - 2 years’ truck driving experience, Valid code 14 driving licence with PDP, Knowledge of stock management, customer service and distribution of goods, Experience in operating a fork lift will be an added advantage, Willingness to work extended hours.

**DUTIES**

: Drive heavy vehicles, delivery vans and light vehicles, Delivery and or collect printed matter and related items to and from customers, Assist with loading and off of items, Drive GPW officials, internal and external clients and official visitors as may be requested, Comply with all traffic regulations, e.g speed limits, Comply with control requirements relating to GPW fleet vehicles, Responsible for routine maintenance and garaging of the vehicles and timely

**ENQUIRIES**

: Mr J Khosa, Tel No: (012) 748 – 6382
It is the Department’s intention to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPENDIX

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

FOR ATTENTION:
Ms M Shitiba

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

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

OTHER POST

POST 28/05:
DEPUTY DIRECTOR: PUBLIC ENTITIES (NATIONAL PUBLIC HEALTH INSTITUTE OF SOUTH AFRICA) (NAPHISA) REF NO: NDOH 42/2018
(Contract Post Ending 31 March 2019)
Chief Directorate: Public Entities Management
Directorate: Public Entities Governance

SALARY:
An all-inclusive remuneration package of R697 011 per annum [basic salary consists of 70% or 76% of total package, the state’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE:
Pretoria

REQUIREMENTS:
A three-year Bachelor’s Degree or equivalent NQF 7 qualification in Health or Social Sciences or Public Health. A post graduate qualification will be an advantage. Project Management certificate/diploma will be an added advantage. At least three (3) years relevant working experience as an Assistant Manager and experience must include project, change and stakeholder management. Knowledge and understanding of the South African Health System and the relevant legislation governing the Public Service including the National Health Act, 2003 (Act No. 61 of 2003); the Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations. Good interpersonal relations, communication (written and verbal), strategic and analytical skills, project management, organisation, planning, research and computer literacy skills. Ability to manage diverse
interests and processes in the interest of government and attention to
details. A valid driver’s licence.

**DUTIES**

Coordinate key strategic discussions on NAPHISA. Provide
recommendations and options for implementing the legislative,
administrative and management issues. Support the implementation of
the NAPHISA strategy and establish relationships with both local and
international organisations for collaboration with government entities and
departments. Develop detailed project plans and associated
communication documents. Communicate and liaise with project team
members and stakeholders about project expectations and progress.
Coordinate change management processes. Support the drafting of
Memorandums of Understanding (MoU) for partnership between
NAPHISA and other institutes as well as technical tender specifications
for NAPHISA projects.

**ENQUIRIES**

Ms M Mushwana at Tel No: (012) 395 8753
DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(KING HINTSA TVET COLLEGE; LETABA TVET COLLEGE AND THEKWINI TVET COLLEGE)

The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

APPLICATIONS: Deliver or post to Thekwini TVET College, Human Resource Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban

FOR ATTENTION: Mr Thabani Xaba Tel No: 031 250 8228

CLOSING DATE: 27 July 2018 at 13H00

NOTE: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

ERRATUM: KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE: kindly note that the post of Examination Manager with Ref No: KHC03-07/2018 advertised in vacancy circular 27 dated 06 July, the post has been changed from permanent to College Council. Kindly note that the post of Management Information Systems Officer with Ref No: KHC04-07/2018 advertised in vacancy circular 27 dated 06 July, the salary level has been changed from Salary Level 08 to Salary Level 07 (R242 475 per annum) and also the post of General Assistant / Cleaner with Ref No: KHC10-07/2018 advertised in vacancy circular 27 dated 06 July, the following requirements have been added to the post: (Technical Skills will be highly recommended).

OTHER POSTS

POST 28/06: CAMPUS MANAGER X4 POSTS

SALARY: R482 706 per annum (PL5)
CENTRE:
  - Cato Manor Campus Ref No: AS 01/07/2018
  - Asherville Campus Ref No: AS 02/07/2018
  - Centec Campus Ref No: AS 03/07/2018
  - Springfield Campus Ref No: AS 04/07/2018

REQUIREMENTS: Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) plus an appropriate teaching qualification. Seven years’ teaching or lecturing experience plus two years management experience at a school or college. Leadership and management skills;
good communication and interpersonal skills. An expert understanding of effective learning delivery. Proven record of management and student support management in a TVET Institution. Experience in design of internal administration system to ensure sound general administration. Good computer skills (incl. Word; Excel and PowerPoint). Extensive knowledge of FETC Act 16 of 2006, as amended. Knowledge of GENFETQA 58/2001 and related TVET sector policy and legislation. Valid and unendorsed Code EB Driver’s Licence. Working knowledge of Coltech administration system is recommended. Registration with SACE is recommended.

**DUTIES**

Assist senior management in the effective management and administration of the College in keeping with all relevant legislation, policy and procedures. Manage a campus effectively and efficiently, making sure that it complies with all applicable legislation, regulations and personnel administration measures as prescribed. Implement quality management systems, policies and processes for monitoring classroom practices, assessment, moderation and performance records. Overseer the teaching and learning on campus, ensuring that it takes place in proper manner in accordance with approved prescripts. Report to the Principal and Deputy Principals at Central Office. Serve on College committees. Maintain effective communication and relations with management, staff, students and parents. Liaise with College structures regarding TVET curricular and curriculum development. Stakeholders Liaison/Interface. Responsible for student wellbeing on campus. Asset management on campus.

**ENQUIRIES**

Mr Thabani Xaba Tel No: 031 250 8228

**POST 28/07**

SENIOR EDUCATION SPECIALIST (HOD) PL3: BUSINESS STUDIES (NATED AND NCV) REF NO: LET 21/07/2018

**SALARY**

R391 677 per annum

**CENTRE**

Letaba TVET College (Giyani Campus)

**REQUIREMENTS**

An appropriate Bachelor Degree or equivalent qualification at REQV13 in Education. A qualification in educational management or management will be an added advantage. At least five (05) years teaching/lecturing experience of which at least three years must be on supervisory or management level Post Level two (PL2). In-depth knowledge of legislative framework governing post school education and curriculum delivery in the TVET Sector. A sound knowledge of management, leadership and administration. Good technical, conceptual and human skills. Registration with SACE is compulsory. Must be Computer Literate and have a valid Driver’s license.

**DUTIES**

Management of Students, Lecturers and Curriculum delivery. Implementation of the administration processes within the Business section. Ensure implementation of the campus curriculum as required. Ensure effective and efficient utilization of resources. Coordinate all academic activities within the section that will include teaching and learning, time tables, attendance registers, Student Support Services, extra and co-curriculum activities. Monitoring and evaluation of teaching and learning. Develop and implement intervention strategies that will improve academic performance. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans which also include Work Integrated Learning (WIL) for both the students and lecturers. Manage and supervise assessment and examination processes in the section including timeous marking of scripts and submission of marks, development of question papers, preparation of all ISAT and ICASS activities. Ensure adherence to policy on the attendance of classes. Liaise with Campus Management on academic activities.

**ENQUIRIES**

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

NOTE: Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as certified copies of all qualifications including academic record, identity document (ID) and drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the Public Service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE: 03 August 2018 at 16h00

POST 28/08: DEPUTY MANAGER (SL9): INFRASTRUCTURE AND FACILITIES MANAGEMENT REF NO: LET 22/07/2018

Three Years Contract

SALARY: R356 289 plus 37% in lieu of benefits per annum

CENTRE: Central Office (Tzaneen)

REQUIREMENTS: An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the relevant construction field. Five years relevant working experience in Construction or civil of which three years must be on supervisory level. (Registration with a relevant professional body would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Civil Engineering, Project Management. Skills and attributes: Conceptual, Technical and Human skills. Must be computer literate and have a valid driver’s license.

DUTIES: Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers’ functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Prepare monthly, quarterly and annual reports for Management and Council; Prepare and monitor the Budget for the unit; Manage the staff and resources within the unit; Strengthen internal controls on project and contract management; Prepare the project file to all relevant stakeholders and assist to resolve audit queries.

ENQUIRIES: Mr P Mokhonazi Tel No: 015 307 5440

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

NOTE: Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as certified copies of all qualifications including academic record, identity document (ID) and drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an
annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the Public Service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE: 03 August 2018 at 16h00

POST 28/09: ASSISTANT DIRECTOR: CURRICULUM SERVICES REF NO: AS 05/07/2018

SALARY: R356 289 per annum (SL 9)
CENTRE: Central Office

REQUIREMENTS:
Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV 13) plus an appropriate teaching qualification. Five years' experience in a teaching and learning environment, of which three years should be at managerial (supervisory) level. Good computer skills (including Word; Excel and PowerPoint). Leadership and management skills; good communication and interpersonal skills. An expert understanding of effective programme development and delivery management at an academic institution. Ability to design and implement internal administration systems and controls to ensure sound programme development and delivery support. Extensive knowledge of: the FETC Act, 2006 as amended, the GENFETQA 58/2001. Extensive knowledge of the sector regulatory and legislative framework. Extensive knowledge of the Academic Assessment and Moderation Procedures. Extensive knowledge of the learnership and Skills Programme Protocols and Procedures (ETQA, QCTO, NAMB and SETA related). Sound report writing & presentation skills. Good administration skills. Valid and unendorsed Code EB Drivers' Licence. Working knowledge of Coltech administration system is recommended. Registration with SACE is recommended.

DUTIES: Manage a proactive national curriculum framework in line with the College Strategy. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Provide a curriculum support service in terms of Recognition of Prior Learning (RPL), eLearning technologies, Learner materials and lecturer teaching and assessment instruments. Manage Report 191 and NC (V) programme offerings in line with national curriculum guidelines. Identify and manage appropriate occupational programmes and learnerships including the appointment of contract project staff as required. Conduct programme gap analyses, conduct feasibility assessments and introduce new, responsive programmes. Implement and maintain programme quality systems and process (incl. assessment, moderation and performance records. Identify learner materials, equipment and other resource requirements. Develop and manage programme and project budgets and report on programme performance. Ensure programme compliance with the relevant quality assurance bodies (UMALUSI and SETA accreditation).

ENQUIRIES: Mr Thabani Xaba Tel No: 031 250 8228
APPLICATIONS: Deliver or post to Thekwini TVET College, Human Resource Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban

FOR ATTENTION: Mr Thabani Xaba Tel No: 031 250 8228
NOTE: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within
three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

CLOSING DATE: 27 July 2018 at 13H00

POST 28/10: LECTURER: FINANCIAL ACCOUNT AND PASTEL REF NO: KHC 11-06/2018

SALARY: R198 774 per annum PL1
CENTRE: King Hintsa TVET College-Willowvale Campus
REQUIREMENTS: Grade 12 / Standard 10. Recognised three-year Diploma/Degree with Financial Accounting as a major subject, must possess Pastel Accounting Certificate, Teacher qualification and must be Register with SACE. Two years’ experience in teaching. Assessor, moderator, and a valid driver's licence will be added advantage. Very good knowledge of subject area and work-related applications. Good record keeping and classroom management skills.

DUTIES: Teaching Financial Accounting N4-N6, Computerised Financial Systems N4-N6 and Applied Accounting L2-L4. Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision; Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching; Maintain student attendance registers and produce student progress reports; Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects; Ensure that work is set and assessed consistently, in line with ICASS principles and College Assessment policy and complete all related administrative records or reports; Participate in subject related assessment and moderation committees; Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage); Submit annual and term estimates of material needs (including consumables); Report or facilitate the maintenance of equipment and/or workshops; Comply with all registration, assessment and other data entry requirements; Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Maintain up-to-date knowledge of industry trends in subject area.

ENQUIRIES: Mr MM Ndzame or Ms P Soyzwapi at 047 401 6400
APPLICATIONS: Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

NOTE: Applications must be submitted on form DPO1 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered
into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

**CLOSING DATE** : 27 July 2018, applications received after the closing date, emailed or faxed applications will not be considered.

**POST 28/11** : LECTURER: MOTOR MECHANIC (PL1): REF NO: LET 23/07/2018

**SALARY** : R198 774 - R262 899 per annum

**CENTRE** : Letaba TVET College (Maake Campus)

**REQUIREMENTS** : A Bachelor’s Degree or equivalent qualification in Mechanical Engineering or Trade Diploma. A qualification in education will be an added advantage. One-year relevant working experience in Education and Training sector or industry. A trade test in Motor Mechanic will serve as a prerequisite. Knowledge of theory and practice in Mechanical Engineering (Automotive). Sound communication and Computer literacy skills.

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

**ENQUIRIES** : Mr P Mokhonazi Tel No: 015 307 5440

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

**NOTE** : Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as certified copies of all qualifications including academic record, identity document (ID) and drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the Public Service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**CLOSING DATE** : 03 August 2018 at 16h00

**POST 28/12** : LECTURER: ENGINEERING AND RELATED DESIGN (WELDING) REF NO: LET 04/03/2018

Re-advert: all people who applied before are encouraged to re-apply

**SALARY** : R198 774 - R262 899 per annum (PL1)

**CENTRE** : Letaba TVET College (Maake Campus)

**REQUIREMENTS** : A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education. One year working experience in an Education and Training sector. A trade test in Welding. Knowledge of theory and practice in Welding. Sound communication and Computer literacy skills. Practical experience in Welding as well as the ability to do practical training.
**DUTIES**

The successful candidate's responsibilities include but not limited to:

**ENQUIRIES**

Mr P Mokhonazi Tel No: 015 307 5440

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as certified copies of all qualifications including academic record, identity document (ID) and drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the Public Service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**CLOSING DATE**

03 August 2018 at 16h00
ANNEXURE E

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE: 27 July 2018

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 28/13: DIRECTOR: ASSET MANAGEMENT: REF NO: 18/60/CFO
(Re-Advertisement: Previous Applicants need to Re-apply)
(12 Months Contract Appointment)

SALARY: R948 174 – R1 116 918 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: A Degree in Financial Management, Asset Management field (NQF level 7) or equivalent as recognized by SAQA; 6 years’ experience in Asset Management environment of which 5 years should be at middle/senior management level; Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.

DUTIES: Ensure a complete, accurate and consolidated asset register for owned & leased assets; Manage and oversee the disposal process within the Department; Monthly reconciliation between the Basic Accounting System (BAS), Procurement System and the Asset Register; Provide accurate and complete financial information for compilation of the
financial statements pertaining to leases and owned assets; Manage the Directorate according to defined management functions and standards.

ENQUIRIES

: Ms. S. Bezuidenhout Tel No: (012) 315 1090
It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

**CLOSING DATE**: 30 July 2018 at 16:00

**NOTE**: Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s).

**ERRATUM**: Kindly note the post of Deputy Director: Human Resource Management with Ref No: HR5/18/05/21 (Sheltered Employment Enterprise, Silverton) and the post of Assistant Director: Career Counsellor with Ref No: HR4/4/7/39 (Ermelo Labour Centre) advertised in vacancy circular 26 dated 29 June 2018 has been withdrawn.

Enquiries: Ms. BP Thwala, Tel No: (012) 843 7300 (Sheltered Employment Enterprise); Ms. L Mashego, Tel No: (017) 819 7632 (Ermelo Labour Centre).

**OTHER POSTS**

**POST 28/14**: SPECIALIST: OHS REF NO: HR 4/4/7/57

**SALARY**: R826 053 per annum (All inclusive)

**CENTRE**: Provincial Office: Emalahleni

**REQUIREMENTS**: Three (3) years relevant tertiary qualification in Environmental Health/Analytical Chemistry/Chemical/Electrical & Mechanical/Civil & Construction Engineering. Valid drivers licence. Two (2) years management experience. Three years functional experience in Health and Safety inspection/services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service regulation and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Research, Project management, Analytical, Innovative.
DUTIES: Manage the implementation of Occupational Health and Safety inspection and advocacy strategy policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the sub-directorate such as Human Resources; Financial Resources; Assets, etc.

ENQUIRIES: Ms. NL Njwambe Tel No: (013) 655 8775
APPLICATIONS: The Department of Labour Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni

POST 28/15: DEPUTY DIRECTOR: ICT DOL/UIF REF NO: HR 4/18/7/8HO (X2 POSTS)
Chief Directorate: Information Communication Technology

ENQUIRIES: Mrs NL Njwambe, Tel No: (013) 655 8775
APPLICATIONS: The Department of Labour Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni

POST 28/16: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/18/07/13HO
Directorate: Management Advisory Services

ENQUIRIES: FSS Chabalala, 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

DUTIES: Establish processes and procedures on strategy and technical policy matters. Manage and support telecommunications environment, including contracts and licensing. Manage the national integrated voice network VOIP for both land line and cell-phones. Design, implement and manage shared data, Access Point Network (APN) and Mobile Networks. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES: FSS Chabalala, 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

DUTIES: Establish processes and procedures on strategy and technical policy matters. Manage and support telecommunications environment, including contracts and licensing. Manage the national integrated voice network VOIP for both land line and cell-phones. Design, implement and manage shared data, Access Point Network (APN) and Mobile Networks. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES: FSS Chabalala, 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
facilitate and monitor development of job profile in the Department of Labour. Facilitate and coordinate Business Process Improvement. Develop and conduct change management processes intervention and organizational client survey in the Department. Manage all resources of the Directorate.

ENQUIRIES: Mr. S Nkhabelane, Tel No: (012) 309 4436
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 28/17: SYSTEM TEST ANALYST REF NO: HR4/18/07/06HO
Chief Directorate: Information Communication Technology

SALARY: R356 289 per annum
CENTRE: Head Office

DUTIES: Compile testing requirements from approved business specifications. Evaluate compiled testing requirements from approved business specifications to ensure alignment to the agreed quality plan. Conduct quality assurance testing on all ICT projects, defects, and enhancements according to the agreed quality plan. Implement testing framework to effectively ensure projects are delivered in the required quality standards.

ENQUIRIES: Mr. E Nowosiad, Tel No: (012) 309 4436
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.


SALARY: R356 289 per annum
CENTRE: Provincial Office: Free State
REQUIREMENTS: Three (3) years relevant tertiary qualification in BPROC/LLB / BCOM LAW. Admission as an Attorney or Advocate will be an added advantage. A valid driving licence. Two year functional experience in a statutory services environment. Two years supervisory experience. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES: Appear in court for enforcement of COID (in terms of arguing the position). Manage the implementation of the COID enforcement processes for IES. Manage the advocacy strategy for OIDA in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding i.r.o to the enforcement of legislations. Monitor the implementation of quality management system for COIDA enforcement.
ENQUIRIES: Mrs. A Mantutle, Tel No: (051) 505 6347
APPLICATIONS: Chief Director: Provincial Operations, P O Box 522, Bloemfontein, 9300 or hand delivery at Laboria House, 43 Maitland Street, Bloemfontein 9300.

POST 28/19: INTERNSHIP: OFFICE OF THE UNEMPLOYMENT INSURANCE COMMISSIONER REF NO: HR4/1/3UIC2018/UIF (X2 POSTS)

STIPEND: Salary: R5 729 per month
CENTRE: Unemployment Insurance Fund: Pretoria
DUTIES: Provide secretarial/ receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide assistance in the management of the Commissioner’s diary including the events calendar and arrange meetings and workshops.
ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

POST 28/20: INTERNSHIP HUMAN RESOURCE PRACTICES REF NO: HR4/1/3HRP2018/UIF (X2 POSTS)

STIPEND: Salary: R5 729 per month
CENTRE: Unemployment Insurance Fund: Pretoria
DUTIES: Perform Recruitment and Selection services. Provide service benefit to clients. Provide administrative support.
ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

POST 28/21: INTERNSHIP LEGAL AND BOARD SERVICES REF NO: HR4/1/3LBS2018/UIF (X3 POSTS)

STIPEND: Salary: R5 729 per month
CENTRE: Unemployment Insurance Fund: Pretoria
**DUTIES**: Provide assistance in vetting. Drafting and negotiations of contracts. Render litigation service on behalf of the Fund. Draft /Amendments the UIF legislation. Provide Legal Opinions to the UIF. Provide administrative function for Legal Services.

**ENQUIRIES**: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, UIF

**POST 28/22**: **INTERNSHIP COMMUNICATION AND MARKETING REF NO: HR4/1/3COM2018/UIF (X3 POSTS)**

**STIPEND**: Salary: R5 729 per month

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Administer market and events for the Fund. Provide effective stakeholder relations. Coordinate media relations and monitor the activities for the Fund. Provide effective publications service for the Fund.

**ENQUIRIES**: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, UIF

**POST 28/23**: **INTERNSHIP EMPLOYEE RELATIONS REF NO: HR4/1/3ER2018/UIF**

**STIPEND**: Salary: R5 729 per month

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Administer misconduct cases. Administer grievances. Provide ADHOC sessions to promote fair Labour practices. Provide general administration in the section and provide logistical arrangements in the section.

**ENQUIRIES**: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, UIF

**POST 28/24**: **INTERNSHIP EMPLOYEE HEALTH AND WELNESS REF NO: HR4/1/3EHW2018/UIF (X2 POSTS)**

**STIPEND**: Salary: R5 729 per month

**CENTRE**: Unemployment Insurance Fund: Pretoria

DUTIES: Provide support in the implementation of Employee Health and Wellness Programmes. Participate in the management of HIV/AIDS programmes in the Fund. Assist the practitioners to coordinate Health and productivity management activities. Provide assistance with general administration.

ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/25: INTERNSHIP CHANGE MANAGEMENT REF NO: HR4/1/3CM2018/UIF (X2 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria


ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/26: INTERNSHIP ORGANISATIONAL DEVELOPMENT AND BUSINESS PROCESS REF NO: HR4/1/3ODB2018/UIF (X4 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria


ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/27: INTERNSHIP BUSINESS SUPPORT REF NO: HR4/1/3BUS2018/UIF (X4 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma/ Bachelor Degree in Information Technology/ Computer Sciences/ Information Systems. No experience required (Never
DUTIES: Provide desktop support and computer systems. Prepare hardware and workstation for users. Provide access of technology equipment in the fund. Maintain effective functioning of technology to achieve IT Strategy. Provide assistance with general administration.

ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/28: INTERNSHIP BUSINESS APPLICATION REF NO: HR4/1/3BA2018/UIF (X4 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria


ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/29: INTERNSHIP PROJECTS REF NO: HR4/1/3PRJ2018/UIF (X2 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Provide assistance to project managers in effective delivery of ICT projects for the Fund. Provide assistance to project managers in managing ICT projects deliverables in line with the Fund project management standards and methodologies. Ensure that projects deliverables meet the quality standards. Provide assistance with general administration.

ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676.

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/30: INTERNSHIP ICT RISK AND SECURITY NETWORK REF NO: HR4/1/3IRSN2018/UIF

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria

**DUTIES**: Assist with implementation of Security Policies Procedures and Standards. Assist with ensuring availability of business critical Information Communication Technology services. Assist with monitoring and evaluation of ICT Risk Policy compliance. Assist with inputs to implement and maintain disaster discovery plan. Provide assistance with general administration.

**ENQUIRIES**: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, UIF

**POST 28/31**: INTERNSHIP LABOUR ACTIVATION PROGRAMME REF NO: HR4/1/3LAP2018/UIF (X11 POSTS)

**STIPEND**: Salary: R5 729 per month

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Facilitate the training/skills programmes approved by the fund. Provide the administration of project progress against approved deliveries. Provide support in the implementation of approved projects. Provide assistance with general administration.

**ENQUIRIES**: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, UIF

**POST 28/32**: INTERNSHIP INTERNAL AUDIT REF NO: HR4/1/3IA2018/UIF (X4 POSTS)

**STIPEND**: Salary: R5 729 per month

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Carry out audit engagement planning. Execute audit projects provide internal audit administration support services. Provide assistance in examining audit progress. Provide assistance with general administration.

**ENQUIRIES**: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, UIF
POST 28/33 : INTERNSHIP REVENUE MANAGEMENT REF NO: HR4/1/3RM2018/UIF (X6 POSTS)

STIPEND : Salary: R5 729 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : National Diploma/ Bachelor Degree / B-Corn in Finance/ Accounting/ Auditing/ Cost and Management Accounting or any qualification with Accounting as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles Skill: Communication (verbal and written), Computer literacy, Time Management, Interpersonal, Planning and Organising, Analytical.

DUTIES : Maintain debtor’s accounts and collect outstanding contributions. Maintain SARS & Sundry debtors records and make follow up on the outstanding sundry payments. Allocate cheques and unallocated electronic contributions. Maintain claims debtors accounts and follow up on the outstanding debts. Provide assistance with general information.

ENQUIRIES : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 28/34 : INTERNSHIP SUPPLY CHAIN MANAGEMENT REF NO: HR4/1/3SCM2018/UIF (X4 POSTS)

STIPEND : Salary: R5 729 per month
CENTRE : Unemployment Insurance Fund: Pretoria

DUTIES : To render acquisition administration services. Provide assets and transport administration services. Perform booking functions and Render demand services. Render stores and warehouse services.

ENQUIRIES : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 28/35 : INTERNSHIP RECORDS MANAGEMENT AND MAINTENANCE REF NO: HR4/1/3RMM2018/UIF (X2 POSTS)

STIPEND : Salary: R5 729 per month
CENTRE : Unemployment Insurance Fund: Pretoria

DUTIES : Maintain the filing system as per the directive of the archives and records management prescripts. Prepare documents for archiving. Attend to all incoming and outgoing telephone calls. Maintain switchboard equipment. Provide support in the maintenance of UIF properties.

ENQUIRIES : Mr. Wiseman Manotoane Tel No: (012) 337 1681/ Mr. Thomas Radebe, Tel No: (012) 337 1676
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand
     delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers
     Building, Pretoria.

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

POST 28/36 : INTERNSHIP TREASURY, INVESTMENT AND ACTURIAL SERVICES
     REF NO: HR4/1/3TIA2018/UIF

STIPEND : Salary: R5 729 per month

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : National Diploma/ Bachelor Degree in Finance/ Accounting. No
     experience required (Never participated in government internship
     programme). Knowledge: Batho Pele Principles. Skills: Accounting,
     Computer literacy. Time Management, Listening. Planning and
     Organising. Analytical.

DUTIES : Render fixed deposit investment services. Render treasury and cash flow
     management services. Administer accounting services and systems. 
     Provide logistics arrangement in the section.

ENQUIRIES : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe,
     Tel No: (012) 337 1676

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand
     delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers
     Building, Pretoria.

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

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand
     delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers
     Building, Pretoria.

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

POST 28/37 : INTERNSHIP PROVINCIAL SUPPORT REF NO: HR4/1/3PS2018/UIF
     (X3 POSTS)

STIPEND : Salary: R5 729 per month

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration/ Public
     Management / Financial Management. No experience required (Never participated in government
     Innovative and creative. Interpersonal. Computer literacy. Time
     Management. Listening.

DUTIES : Participate in the implementation of operational policies. Participate in 
     evaluation of provincial offices to ensure consistency. Provide assistance 
     with general administration.

ENQUIRIES : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe,
     Tel No: (012) 337 1676

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand
     delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers
     Building, Pretoria.

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

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand
     delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers
     Building, Pretoria.

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

POST 28/38 : INTERNSHIP COMPLIANCE SERVICES REF NO: HR4/1/3CS2018/UIF
     (X2 POSTS)

STIPEND : Salary: R5 729 per month

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : National Diploma/ Bachelor Degree in Accounting/Internal Auditing with
     Accounting/Auditing as a major subject. No experience required (Never participated in government internship
     literacy. Listening. Time Management. Planning and Organising.

DUTIES : To provide support to Employer Audit Services at Provincial Offices. 
     Render employer audit activities for the fund. Provide assistance with 
     general administration.

ENQUIRIES : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe,
     Tel No: (012) 337 1676
APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/39: INTERNSHIP RISK MANAGEMENT REF NO: HR4/1/3RMU2018/UIF (X3 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria


ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/40: INTERNSHIP DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/1/3DCCS2018/UIF (X2 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Provide registration of employers and declarations of employees. Provide support on the process of declaring employees by employers. Maintain employer’s database. Provide helpdesk support services.

ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

POST 28/41: INTERNSHIP GAUTENG PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3GPBS2018/UIF (X12 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Gauteng Provincial Office: (Johannesburg):
Boksburg Labour Centre (X1 Post)
Randfontein Labour Centre (X1 Post)
Temba Labour Centre (X1 Post)
Randburg Labour Centre (X1 Post)
Kempton Park Labour Centre (X1 Post)
Springs Labour Centre (X1 Post)
Vereeniging Labour Centre (X1 Post)
Germiston Labour Centre (X1 Post)
Mamelodi Labour Centre (X1 Post)
Bronkhorstspruit Labour Centre (X1 Post)
Krugersdorp Labour Centre (X1 Post)
Vanderbijlpark Labour Centre (X1 Post)


DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Mr. Makhoso Kgotleng, Tel No: (011) 853 0506

APPLICATIONS: Please forward your application, quoting the reference number to the following addresses: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000, or hand delivery at 77 De Korte Street, Braamfontein, Johannesburg 2001.

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Johannesburg

POST 28/42: INTERNSHIP LIMPOPO PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3LPBS2018/UIF (X12 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Limpopo Provincial Office (Polokwane)


DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Ms. Bertha Maringa, Tel No: (015) 290 1644/1645

APPLICATIONS: Chief Director: Provincial Operations, Private Bag x 9368, Polokwane, 0700 or hand delivery at A42A Schoeman Street, Boland Building, Polokwane 0700.


POST 28/43: INTERNSHIP FREE STATE PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3FSBS2018/UIF (X5 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Free State Provincial Office (Bloemfontein): Phuthaditjaba Labour Centre (X5 Posts)

**DUTIES**

Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

**ENQUIRIES**

Ms. Sula Sifuba Tel No: (053) 505 6200

**APPLICATIONS**

Chief Director: Provincial Operations, P O Box 522, Bloemfontein, 9300 or hand delivery at Laboria House, 43 Mailtand Street, Bloemfontein 9300.

**FOR ATTENTION**


**POST 28/44**

INTERNSHIP NORTH WEST PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3NWBS2018/UIF (X12 POSTS)

**STIPEND**

Salary: R5 729 per month

**CENTRE**

North West Provincial Office (Mmabatho):
North West Provincial Office (X3 Posts)
Mahikeng Labour Centre (X1 Post)
Lichtenburg Labour Centre (X1 Post)
Buits Labour Centre (X1 Post)
Mogwase Labour Centre (X1 Post)
Rustenburg Labour Centre (X1 Post)
Christiana Labour Centre (X1 Post)
Vryburg Labour Centre (X1 Post)
Taung Labour Centre (X1 Post)
Potchefstroom labour Centre (X1 Post)

**REQUIREMENTS**


**DUTIES**

Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

**ENQUIRIES**

Mr. Molosi Mokolobate Tel No: (018) 387 8100

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho 2735 or hand delivery at University drive 2nd Floor Provident House Mmabatho 2735.

**FOR ATTENTION**


**POST 28/45**

INTERNSHIP NORTHERN CAPE PROVINCIAL OFFICE: BENEFICIARY SERVICES: HR4/1/3NCBS2018/UIF (X5 POSTS)

**STIPEND**

Salary: R5 729 per month

**CENTRE**

Northern Cape Provincial Office (Kimberley):
Kimberley Labour Centre (X1 Post)
Calvinia Labour Centre (X1 Post)
Postmasburg Labour Centre (X1 Post)
Springbok Labour Centre (X1 Post)
De Aar Labour Centre (X1 Post)

**REQUIREMENTS**

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Ms. Rochelle Klein, Tel No: (053) 838 1519

APPLICATIONS: Chief Director: Provincial Operations, Private Bag X5012, Kimberley 8301 or hand delivery at Corner of Pniel and Compound Street, Laboria House, Kimberley 8301.


POST 28/46: INTERNSHIP WESTERN CAPE PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3WCBS2018/UIF (X5 POSTS)

STIPEND: Salary: R5 729 per month

CENTRE: Western Cape Provincial Office (Cape Town)


DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Mr Thembisile Mdingi Tel No: (021) 441 8115

APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town 8000 or hand delivery at 9 Long Street, Cape Town 8001.

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representativity (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 representativity within the Department. Women and People with Disabilities are encouraged to apply.

APPLICATIONS:

National Office Midrand and Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685. Enquiries Ms L Mothemane (010) 493 2500

Kwazulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: Enquiries: Ms L Marrie (031) 372 3167

Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404.

Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London

Enquiries: Mr S Mponzo (043) 7265217.

Western Cape: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.

Enquiries: Ms M Baker (021) 469 4000

Supreme Court of Appeal and Bloemfontein High Court: 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, Enquiries: Ms M Luthuli (081) 406 8191

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, Enquiries: Mr L Moetanalo (018) 3977065

Polokwane: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699. Enquiries: Ms E Kotze: (015) 230 4051

Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107,Kimberley. Enquiries: Ms S Ruthven (053) 807 2733.

CLOSING DATE: 27 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.

MANAGEMENT ECHELON

POST 28/47

CHIEF DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES REF NO: 2018/160/OCJ

SALARY

R1 127 334 - R1 347 879 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE

National Office (Midrand)

REQUIREMENTS

An appropriate qualification (NQF level 7) in Information Technology; A relevant post graduate qualification (Masters in Information Technology) will be an added advantage; 6-10 Years’ relevant experience of which 5 years’ experience must be at a senior managerial level in Information Technology; A valid driver’s license; Willingness to travel; Knowledge and understanding of the ICT environment end-to-end; Knowledge and understanding of ICT infrastructure management including disaster recovery planning; CT management in relation to strategic alignment, value delivery, resources and risk management; Knowledge of the IT service management; Knowledge of the ICT governance; Knowledge of ICT Project management and delivery; Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and Ability to perform under pressure. Core Management Competencies: Strategic capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgement; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management.

DUTIES

As the Head of the Information and Communication Technology Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Information and Communication Technology functions in the Office of the Chief Justice through: Providing strategic leadership on information technology planning and support to the Judiciary and the OCJ; Developing Strategies, Policies, Standards and Procedures; Directing the overall operations and staff of the ICT function to ensure stable ICT infrastructure and operations; Strategically overseeing the development, monitoring, supporting and optimizing of key functional areas, particularly network infrastructure, security, server infrastructure, data communications and telecommunications systems; Resolving hardware and software related incidents and problems in a timely and accurate manner; Developing and implementing a customer service platform to serve the Department; Participating in vendor contract negotiations for all new computer equipment and software purchases for the Department; Creating a cost-benefit analysis for all projects; Managing the day-to-day operations of the ICT Unit; Establishing and direct the strategic and
tactical goals, policies and procedures for the information technology function; Proposing hardware/software solutions to accomplish the Department’s strategic objectives; Identifying user needs and resolve problems; Managing Service Level Agreements; and Undertaking a risk assessment, implementing and maintaining an effective risk management strategy.


SALARY : R1 127 334 - R1 347 879 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office (Midrand)

REQUIREMENTS : An appropriate qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications); A relevant post graduate qualification will be an added advantage; 6 to 10 Years’ relevant experience of which 5 years’ experience must be at a senior managerial level in a human resource management environment; A valid driver’s license; Willingness to travel; Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act); Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and Ability to perform under pressure. Core Management Competencies: Strategic capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management.

DUTIES : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department; Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department; Managing the promotion of the optimal recruitment, utilization and retention of human resources; Ensuring the provision of human resource support services to operational staff in line with business requirements and departmental strategy; Building capacity through human resource development and performance management; Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players; Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act; Facilitating processes for ensuring that the Department has adequate human resource capacity; Promoting employee health and wellness in the Department; Undertaking a risk assessment, implementing and maintaining an effective risk management strategy; Ensuring compliance with the Public Service Act and all prescripts related to human resource management; and Managing resources allocated to the Human Resource Management and Development Unit and administer the performance management and development system.

ENQUIRIES : Ms L Mothemane Tel No: (010) 493 2500
POST 28/49 : DIRECTOR COURT OPERATIONS REF NO: 2018/162/OCJ

SALARY : R948 174 – R1 116 918 per annum. The successful candidate will be required to sign performance agreement.

CENTRE : Northern Cape Provincial Service Centre

REQUIREMENTS : An appropriate qualification (NQF level 7) in Public Administration; 5 years relevant experience at middle/senior managerial level; Experience in court management will be an added advantage; A valid driver’s license. Skills and competencies: Strategic Capabilities and leadership; Performance management; Project management; Financial management; Knowledge management; Service Delivery Innovation; Problem solving and Analysis; People management and empowerment; Change management; Client Orientation and customer focus Communication; Positive and Innovative; Confidence and the ability to communicate at higher levels, professional; Hard working; Proactive and creative; Ability to work under pressure.

DUTIES : Manage court operations; case flow and administrative support services for the High Court; Manage efficient language and interpretation services for the High Court; Manage court facilities; Manage security services and monitor risk for the High Court; Manage quality assurance and auxiliary services at the High Court; Manage and monitor court stakeholder and customers relations; Manage effective utilization of resources at the High Court; ensure and manage collation, submission and reporting on court performance statistics and provide technical support to the Provincial Efficiency and Enhancement Committee (PEEC).

OTHER POSTS

POST 28/50 : DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2018/163/OCJ

SALARY : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office Midrand

REQUIREMENTS : A three year National Diploma/ B Degree in Security Management, Security Risk Management or in Social Sciences that is security related; PSIRA Grade A-registered an added advantage. Five (5) years direct experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services of which three (3) years’ should be at supervisory level. Proficient in Microsoft Office Suite. A valid driver’s licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager’s Course. Skills and competencies: Sound written and verbal communication skills, Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management; Public Finance Management Act (PFMA); Treasury Regulations and Occupational Health and Safety Act; Management of public funds; Contract management skills; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.

DUTIES : Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks, respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment
of effective technology solutions and innovative security management techniques to safeguard the institution’s assets, including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution. Optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management; Manage, coordinate and oversee the provision of close, in-transit and static protection services; manage and coordinate capacity building and security awareness programmes; Implementation of the department’s security policy and Standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.

POST 28/51: DEPUTY DIRECTOR AUXILIARY SERVICES REF NO: 2018/164/OCJ

SALARY: R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Constitutional Court: Braamfontein

REQUIREMENTS: A National Diploma/ B Degree in Finance/Internal Auditing/Library Science/Public Management or equivalent qualification; A minimum of at least 5 years’ practical experience in the field of financial management; facility management, supply chain management, human resource management, auditing processes, security and risk management and procurement and logistics; A sound understanding of Departmental financial prescripts, legislation, procedure and processes relating to the acquisition and management of assets and library materials, and of the Public Finance Management Act and Public Service Act & Regulations; Knowledge of the Departmental Strategy, Public Service Strategy and other relevant legislation, policies, prescripts and procedures will be an added advantage.

DUTIES: Control and manage all financial and supply chain management transactions relating to the acquisition of office furniture, equipment, library books and stock for the Constitutional Court; Monitor the selection of library material and provide assistance to the Finance Committee and Library Committee of the court in this regard; Facilitate the improvement and maintenance of the office and its facilities and library infrastructure; Be involved in all aspects relating to staff management and development and any other duties as determined by the Director of the Court; Develop operational plans; Working closely with the Director to ensure that all transactions performed are audit ready and exercise effective control of over risk management matters in the office; Manage Human Resources, Finance and Physical Resources by training of staff and users on the various finance and facility management aspects; Responsible for budgetary matters and determine the allocation of funds to the various line items of the Constitutional Court in conjunction with the Director and the Finance Committee of the court.

POST 28/52: DEPUTY DIRECTOR LIBRARY SERVICES REF NO: 2018/165/OCJ

SALARY: R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Division Pretoria

REQUIREMENTS: A National Diploma/ B Degree in Library and Information Science; 5 years’ experience as a qualified librarian and 3 years’ experience in a Law Library or legal experience will be an added advantage. Managing staff; Interpersonal skills and appropriate language and communication skills; Experience in the use of IT to deliver information; Sound knowledge of MS Office (ie. MS Word, Excel & PowerPoint); Hands on experience with
Library OPAC systems, Sabinet Legal Products, LexisNexis Electronic products as well as Jutastat. Skills and competencies: Good Classification, Cataloguing and Indexing Skills; Must be able to work confidently under pressure; Must be able to work in a team; Ability to interact with users; Must have initiative with the ability to prioritise; Must have a sense of responsibility.

**DUTIES**

Professional management and control of human and financial resources of the component; Maintenance and development of legal information resources; Undertake research queries to internal and external users; Cataloguing, classification and indexing using a Library system; Training of staff and users in the use of information resources; Maintenance and management of serial and loose-leaf subscriptions; Acquisitions of books and other materials to support the programme of the Court; Management of information resources – electronic and print; Create and organize an online catalogue/ intranet and other internal systems for retrieval of Information; Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases; Responsible for budgetary matters; effectively and efficiently correspondence with various stakeholders; Ensure a proper archival and library service within the department; Develop delegations relating to Archival and Library matters (a prescribed by the Departmental Codified Institutions); Formulate policy documents and write standard operating procedures.

**POST 28/53**

**CHIEF REGISTRAR REF NO:** 2018/166/OCJ

**SALARY**

R448 269 – R1 084 437 per annum. MR6 (OSD) The successful candidate will be required to sign a performance agreement.

**CENTRE**

Mahikeng High Court

**REQUIREMENTS**

A four (4) year legal qualification; A minimum of 8 years’ appropriate post qualification legal experience; Experience in Court litigation will be an added advantage; proven Leadership and Managerial experience; A valid driver’s licence will serve as an added advantage; Skills and competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical Skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict Management; Strong Work ethic; Professionalism, ability to work under pressure and meet deadlines.

**DUTIES**

Implement processes to manage and track all cases. Manage reporting on court performance to the Judge President; Provide input on amendments to the Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting thereof; Manage the appointment of sheriffs of the court on an ‘ad hoc’ basis; Compile training manuals and provide training and mentoring to Registrars and support staff. Stakeholder Management; Supervision of Registrars; Manage Service Level Agreement Framework and Strategic Court Efficiency Projects and Best Practices; Provide supervision of the Information and Case or Court Documentation Management System; Safeguard case records in accordance with prescripts; Manage the service delivery of the planned customer service outcomes (i.e. service levels and standards) for the department. Manage collation and submission of court performance statistics. Perform quasi-judicial functions. Manage PMDS of staff.

**POST 28/54**

**LAW RESEARCHER (X8 POSTS)**

**SALARY**

R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement. Contract posts includes 37%in lieu of benefits.
CENTRE: Port Elizabeth High Court Ref No: 2018/167/OCJ
Pietermaritzburg High Court Ref No: 2018/168/OCJ
Land Claims Court Ref No: 2018/169/OCJ
Free State High Court Ref No: 2018/170/OCJ
Western Cape High Court Ref No: 2018/171/OCJ
Supreme Court Of Appeal: Bloemfontein (X3 Posts) Ref No: 2018/172/OCJ (3 Year Contract)

REQUIREMENTS:
A four (4) year legal qualification. A minimum of 1 years' post-qualification work experience in legal research; Knowledge of electronic information resource and online retrieval. Skills and competencies: Excellent communication skills (verbal and written); Computer literacy, research capabilities; Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Customer service orientated; assertiveness and decisiveness, attention to detail; initiative; ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations; Assertiveness and decisive where appropriate.

DUTIES:
Conduct legal research as directed by Judges; maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements; prepare draft speeches and or papers for local and international conferences where so requested; Alert Judges of new developments in the law.

POST 28/55: EVENTS COORDINATOR REF NO: 2018/173/OCJ

SALARY: R356 289 – R419 679 per annum per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand (SAJEI)

REQUIREMENTS:
A three year National Diploma in Events Management or equivalent qualification; A minimum of 3 years’ experience in providing logistical support to facilitators and trainers; An understanding of the South African criminal justice sector, especially Judiciary; Managing a filing system; Advanced computer literacy; A valid driver’s licence. Skills and competencies. Planning and organizing; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Analytical thinking; Good report writing skills; Ability to work under pressure; Good networking and communication skills; Excellent logistical support; Basic financial management; Problem analysis and solving; Knowledge management.

DUTIES:
Source venues for training and seminars; Initiate travel arrangements of the delegates and facilitators as per approved program and inform them timeously; Copy and package training materials for the programs; Conduct ushering services at SAJEI events; Prepare training and consolidated evaluation reports after every event; Ensure that all training documents comply with records management policy; Prepare weekly, monthly and quarterly reports; Perform other duties as directed.

POST 28/56: PRINCIPAL COURT INTERPRETER

SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Pietermaritzburg High Court Ref No: 2018/185/OCJ
Gauteng Local Division: Johannesburg Ref No: 2018/186/OCJ

REQUIREMENTS:
A National Diploma: Legal Interpreting at NQF level 5 or any other equivalent relevant qualification and a minimum of 5 years practical experience in Court Interpreting, with a minimum two years supervisory experience or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver’s license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage; Candidates will be required to undergo oral and
written languages proficiency testing. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure, Time management.

**DUTIES**: To render supervisory services in the legal interpreting and language environment. Provide mentoring and coaching to junior/senior court interpreters. Manage performance of court interpreters (PMDS). Leave management for language services at the high court. Render interpreting in complex and high profile cases, special cases, pre-trial conferences, disciplinary hearings and consultations. Translate legal documents and exhibits. Develop related language glossary. Attend to personnel administration aspects of court interpreters. Assist with the reconstruction of courts and records and when it is necessary, Procure foreign language and Casual Interpreters in line with PFMA.

**POST 28/57**: SENIOR COURT INTERPRETER (X4 POSTS)

**SALARY**: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Gauteng Division Pretoria Ref No: 2018/187/OCJ (X2 Posts)
Mahikeng High Court Ref No: 2018/188//OCJ
Free State High Court Ref No: 2018/189/OCJ

**REQUIREMENTS**: A National Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver’s license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Time management.; Ability to work under pressure.

**DUTIES**: Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court records; Develop terminology; Coin words; Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

**POST 28/58**: JUDGES SECRETARY (X15 POSTS)

(3 Year Contract)

**SALARY**: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement. Contract posts includes 37% in lieu of benefits

**CENTRE**: Western Cape High Court Ref No: 2018/190/OCJ (X3 Posts) (Permanent)
Constitutional Court: Braamfontein Ref No: 2018/195/OCJ (Permanent)
Land Claims Court Ref No: 2018/192/OCJ (Contract)
Labour Court Johannesburg Ref No: 2018/193/OCJ (X2 Posts) (Contract)
Gauteng Division Pretoria Ref No: 2018/194/OCJ (X4 Posts) (Contract)
Durban High Court Ref No: 2018/196/OCJ (Contract)
Pietermaritzburg High Court Ref No: 2018/197/OCJ (Contract)
Mahikeng High Court High Court Ref No: 2018/198/OCJ (Contract)
Gauteng Local Division Johannesburg Ref No: 2018/248/OCJ (Contract)

**REQUIREMENTS**: Grade 12 or equivalent qualification; 3 years secretarial experience; the following will serve as an advantage; a secretarial diploma; a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; 2 to
3 years legal experience or A four year legal qualification. Research capabilities and Knowledge of law and legal terminology, will serve as an added advantage. The ability to do Dictaphone typing. Typing 35 wpm; A valid driver’s license will serve as an added advantage. Skills and competencies: Proficiency in English and Afrikaans; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness’ Attention to detail and accuracy; Initiative; Ability to remain calm under pressure; 

DUTIES

Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk’s office; Management of judge’s vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge’s Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

NOTE: Shortlisted candidates will be required to pass a typing test.

POST 28/59

LIBRARIAN REF NO: 2018/199/OCJ

SALARY

R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

Mahikeng High Court

REQUIREMENTS

A National Diploma/B Degree in Library Science or equivalent qualification; Knowledge of Library and Information Science; Prescripts and legislation, procedure and processes, Library Science; Minimum of two years’ experience in Library and information systems; Experience in a legal Library will be an added advantage Skills and Competencies: Planning, organizing and control; Communication skills (verbal and written); Good interpersonal relations; Decision making skills; Information Technology; Ability to work under pressure; Language Proficiency; Conflict management; Supervisory skills.

DUTIES

Render an effective and efficient Library and Information services to the users of the library; Manage the library and information system; Assist with book selection for the Library and /or Chambers; Classify and catalogue the High Court Library material; Render reference and information service for the High Court Library; Monitor the library budget and give inputs to the library budget; Market and promote the Library services; Perform Administration and Supervisory service

POST 28/60

REGISTRAR (X19 POSTS)

SALARY

R242 064 – R867 399 per annum. OSD (MR3 – MR5). The successful candidate will be required to sign a performance agreement.

CENTRE

Western Cape High Court Ref No: 2018/174/OCJ (X2 Posts)
Gauteng Division Pretoria Ref No: 2018/175/OCJ (X6 Posts)
Gauteng Local Division Johannesburg Ref No: 2018/176/OCJ (X1 Post)
Durban High Court Ref No: 2018/177/OCJ (X2 Posts)
Pietermaritzburg Ref No: 2018/178/OCJ (X1 Post)
Bloemfontein High Court Ref No: 2018/179/OCJ (X2 Posts)
Mthatha Ref No: 2018/180/OCJ (X1 Post)
Labour Court Port Elizabeth Ref No: 2018/181/OCJ (X1 Post)
Grahamstown Ref No: 2018/182/OCJ (X1 Post)
Thohoyandou Ref No: 2018/183/OCJ (X1 Post)
Bloemfontein High Court Ref No: 2018/184/OCJ (X2 Posts)

REQUIREMENTS
- A four (4) year legal qualification; 2-8 years’ post qualification legal experience, Superior Court or litigation experience will be an advantage;
- Skills and competencies: Excellent communication skills (verbal and written); Computer literacy Numerical Skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict Management; Strong Work ethic; Professionalism, ability to work under pressure and meet deadlines.

DUTIES
- Co-ordination of Case Flow Management and support to the Judiciary;
- Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality Check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars’ clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; attend to judicial support functions; issue court orders; attend to office management.

POST 28/61
- COURT INTERPRETER (X8 POSTS)

SALARY
- R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
- Mthatha High Court Ref No: 2018/200/OCJ (X2 Posts)
- North West High Court Ref No: 2018/201/OCJ (X1 Post)
- Land Claims Court Ref No: 2018/202/OCJ (X1 Post)
- Labour Court Johannesburg Ref No: 2018/203/OCJ (X1 Post)
- Labour Court Durban Ref No: 2018/204/OCJ (X1 Post)
- Labour Court Cape Town Ref No: 2018/205/OCJ (X1 Post)
- Gauteng Local Division Johannesburg Ref No: 2018/249/OCJ (X1 Post)

REQUIREMENTS
- A Grade 12/ NQF level 4, Proficiency in one or more indigenous languages, Proficiency in English and/or Afrikaans; Three months practical experience will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Time management.

DUTIES
- Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Assist with reconstruction of court records; Develop terminology; Coin words, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
POST 28/62 : REGISTRAR'S CLERK (X10 POSTS)

SALARY : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Durban High Court Ref No: 2018/206/OCJ (X1 Post)
Labour Court Durban Ref No: 2018/207/OCJ (X1 Post)
Western Cape High Court Ref No: 2018/208/OCJ (X3 Posts)
Labour Court Johannesburg Ref No: 2018/209/OCJ (X1 Post)
Mthatha High Court Ref No: 2018/210/OCJ (X1 Post)
Grahamstown High Court Ref No: 2018/211/OCJ (X1 Post)
Port Elizabeth High Court Ref No: 2018/212/OCJ (X1 Post)
Mahikeng High Court Ref No 2018/213/OCJ (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification; Computer Literacy; Experience in Clerical/ administration functions will be an added advantage. Skills and competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.

DUTIES : Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filling and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters; Act as a liaison between judges and legal practitioners; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send case to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public ; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

POST 28/63 : ADMINISTRATION CLERK: CRT (X8 POSTS)

SALARY : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Grahamstown High Court Ref No: 2018/214/OCJ (X1 Post)
Durban High Court Ref No: 2018/215/OCJ (X1 Post)
Free State High Court Ref No: 2018/216/OCJ (X2 Posts)
Gauteng Division Johannesburg Ref No: 2018/217/OCJ (X1 Post)
Supreme Court of Appeal: Bloemfontein Ref No: 2018/218/OCJ (X2 Posts)
Mahikeng High Court Ref No 2018/219/OCJ (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component, Record; organise; store; capture and retrieve correspondence and data (line function). Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component.
POST 28/64 : ADMINISTRATION CLERK: SECURITY VETTING REF NO: 2018/220/OCJ

SALARY : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and collecting statistics will be an added advantage. Skills and competencies: Communication skills; Computer; Planning and organisation.

DUTIES : Assist with administration and safekeeping of all security vetting files in the Department; Render general clerical support services within Risk Management; Administration of correspondence within Risk Management.

POST 28/65 : TELECOM OPERATOR (X2 POSTS)

SALARY : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour Court Johannesburg Ref No: 2018/221/OCJ
          Gauteng Division Pretoria Ref No: 2018/222/OCJ

REQUIREMENTS : Grade 12 or equivalent qualification; 0-2 years’ experience in the operation of switchboard. Experience in Clerical / Administrative function will be an added advantage. Skills and competencies: Interpersonal and organizational skills; Computer literacy; Ability to work under pressure and in a team.

DUTIES : Handle incoming and outgoing calls, take and convey messages; Test the switchboard consoles; Update departmental telephone directory; Record and maintain the register for security-related matters; Ensure proper maintenance of the switchboard equipment; Prepare the telephone printouts for private calls and keep records and statistics thereof.

POST 28/66 : DATA CAPTURER

Contract valid till 31 March 2019

SALARY : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement. Contracts includes 37% in lieu of benefits.

CENTRE : Northern Cape High Court Ref No: 2018/223/OCJ (Contract)
          Mahikeng High Court Ref No: 2018/224/OCJ (Contract)
          Limpopo High Court Ref No: 2018/225/OCJ (Contract)
          Thoyandou High Court Ref No: 2018/226/OCJ (Contract)
          Free State High Court Ref No: 2018/227/OCJ (Contract)
          Durban High Court Ref No: 2018/228/OCJ (Contract)
          Pietermaritzburg High Court Ref No: 2018/229/OCJ (X2 Posts) (Contract)
          Western Cape High Court Ref No: 2018/230/OCJ (X2 Posts) (Contract)
          Eastern Cape Ref No: 2018/231/OCJ (X3 Posts) (Contract)
          Local Division Pretoria Ref No: 2018/232/OCJ (X2 Posts) (Contract)
          Division Johannesburg Ref No: 2018/233/OCJ (X2 Posts) (Contract)
          Constitutional Court Ref No: 2018/234/OCJ (Contract)
          Supreme Court of Appeal Ref No: 2018/235/OCJ (Contract)
          Labour Court Port Elizabeth Ref No: 2018/236/OCJ (Contract)
          Gauteng Division Pretoria Ref No: 2018/239/OCJ (Permanent)
          Port Elizabeth High Court Ref No: 2018240/OCJ (Permanent)

REQUIREMENTS : Grade 12 or equivalent qualification; Computer literacy, National Diploma, Degree in Public Admin/ IT will be an added advantage Skills and competencies: Good communication skills; Excellent in Microsoft office software Ability to analyze statistics, ability to work under pressure.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness
and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Retrieve information required.

**POST 28/67**

**REGISTRY CLERK REF NO: 2018/245/OCJ**

**SALARY**

R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Pietermaritzburg High Court

**REQUIREMENTS**

Grade 12 or equivalent qualification; National Diploma, Degree in Public Admin will be an added advantage; Knowledge and understanding of Record Management and Archive policies, procedures, regulations; A valid driver’s licence and knowledge of Persal will be an added advantage. Skills and competencies: Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness; Ability to work under pressure, proficient with Ms Office software.

**DUTIES**

Render an effective filing and record management service: Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / filing plan according to regulatory framework; Record receipt, Maintain safe custody and protection of files and records; Identify files and records for archiving; Allocate file reference numbers and maintain various control registers.

**POST 28/68**

**TYPIST REF NO: 2018/246/OCJ**

**SALARY**

R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Mahikeng High Court

**REQUIREMENTS**

Grade 12 or equivalent qualification; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; shortlisted candidates will be required to pass a typing test. Skills and Competences; Computer Literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure

**DUTIES**

Type reports; appeals; court orders; reviews; minutes; circulars; and memorandums and general correspondence; attend to queries and perform any other administration duties as allocated.

**POST 28/69**

**LIBRARY ASSISTANT REF NO: 2018/247/OCJ**

**SALARY**

R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Gauteng Local Division: Johannesburg

**REQUIREMENTS**

Grade 12; Experience in Law Library will be an added advantage. Skills and Competencies: Communication; Computer literacy; Report writing Research and planning; Problem Solving; Good Interpersonal relations; Creative ad analytical thinking; Customer Oriented.

**DUTIES**

Assist with the management and control of the Library and it resources in line with the library code and other applicable prescripts; Assist the ordering of library material approved by the Library Committee; Assist in classifying, cataloguing and indexing library material; Update loose leaf publications Responsible for the sub-libraries outside the court; Assist with running and maintenance of the library including the physical structure; Arrange for the binding of loose leaf publications; Conduct asset verification and stocktaking Carry boxes on delivery of books to Judges Chambers; Assist with compiling of reports on library matter.
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS

Applications can be posted to: Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or delivered to Batho Pele House, 546 Edmond Street, Arcadia, 0083. E-mail and Faxed applications will not be considered.

FOR ATTENTION

Mr. Thabang Ntsiko

CLOSING DATE

30 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 28/70

DIRECTOR: ORGANIZATIONAL DESIGN REF NO: DPSA/18/010

SALARY

All-inclusive package of R948 174 per annum Level 13. Annual progression up to a maximum salary of R1 116 918 is possible, subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to your needs within a framework.

REQUIREMENTS

An appropriate B Degree or equivalent qualification at NQF level 7 in the fields of either Management Sciences/Organization Development/Workstudy/HRM/Social Sciences. Sound knowledge of the Public Sector Legislative and Regulatory frameworks and evolving organizational design principles and techniques. A proven track record in the OD field and relevant managerial experience. A valid driver's license and a willingness to travel to provinces. Competencies: A self-starter with Strategic Leadership Capabilities and highly analytical thinking; Strong People Management and Empowerment skills, as well as grounded Project Management capabilities; Change Management orientation with demonstrative ability to communicate the strategy to all stakeholders. Ability to initiate and support service delivery innovation, organizational transformation and change applying problem solving and analysis and
client orientation and customer service. Apply evolving trends in organizational design to service delivery models. Sound interpersonal skills, highly developed writing, presentation skills, knowledge and application of the PFMA and all related legislation of the Public Sector.

**DUTIES**

To develop, manage and support the implementation of organizational design and macro organization policies and frameworks for the organization of the public service and organizational design through appropriate structures. To develop organizational design policies, instruments and provide implementation support to departments to enhance and promote effective execution of the organizational design function in the public service. Manage the process to conduct an analysis of consultation and pre-consultation requests submitted by the Minister, in terms of 2016 Directive on changes to the organizational structures by developments. Manage the provision of organizational design technical support to Departments, based on the outcomes of consultation request. Manage the development of organizational design implementation tools/instruments/ blueprints (tool to assist in classification Department to determine the appropriate configuration and the generic functional structure. Manage process to conduct capacity building sessions to empower national and provincial organisational design practitioners on the implementation of organizational design function.

**ENQUIRIES**

Mr. Siyabonga Msimang Tel No: (012) 336 1403

---

**INTERNSHIP PROGRAMME FOR 2018/2019**

The Department of Public Service and Administration (DPSA) invites unemployed graduates, who wish to apply for the 2018 / 2019 Internship Programme. The Internship is meant to provide work exposure to twenty (21) graduates for a period of twelve months. DPSA is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, disability). Persons with disabilities will receive preference for the Internship Programme, and therefore are encouraged to apply.

**APPLICATIONS**

Applications, quoting the reference number, must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or hand delivered at the Reception at Batho Pele House, 546 Edmond Street, Arcadia, Pretoria, 0001. Faxed and e-mailed applications will not be considered.

**FOR ATTENTION**

Mr. Lawrence Magagula

**CLOSING DATE**

30 July 2018

**NOTE**

Applications must be submitted on form Z83, accompanied by copies of qualification(s), Identity Document (certified in the past 3 months) and a comprehensive CV indicating duration of appropriate qualification and three reference persons with the following information: Name and contact numbers; an indication of the capacity in which the reference is known to the candidate. Failure to submit these references will result in the application not being considered. Interns will receive a monthly stipend / allowance in terms of the Remuneration Schedule for Interns. Successful interns will be expected to sign an Internship Agreement and will be required to undergo a security clearance, security vetting, qualification, citizenship verification and criminal records. The DPSA is inviting applicants who have not previously participated in any Internship Programme and are currently unemployed. Candidates must have completed at least an undergraduate or postgraduate qualification from a recognised Higher Education Institution in the above-mentioned fields. Correspondence will only be limited to successful candidates. If you have not heard from us within three months after the closing date, please accept that your application was unsuccessful. Incomplete, e-mailed, faxed and late applications will not be considered. Applicants must apply for each field of Internship on a separate application.
OTHER POSTS

POST 28/71 : CORPORATE COMMUNICATION AND MARKETING REF NO: DEVP/01/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Communications/Media Studies/Social Sciences/Journalism/Marketing/Public Relations/Photograph/Internal Article Publications/Graphic Design.
ENQUIRIES : Mr. Lawrence Magagula Tel No: 012 336 1392

POST 28/72 : EMPLOYEE HEALTH AND WELLNESS REF NO: DEVP/02/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A B Degree in Social Work/Psychology.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.

POST 28/73 : FINANCE REF NO: DEVP/03/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Finance Accounting/Commerce.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.

POST 28/74 : HUMAN RESOURCE MANAGEMENT DEVELOPMENT REF NO: DEVP/04/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Human Resource Management and Development/Industrial Psychology.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.

POST 28/75 : ICT MANAGEMENT AND SUPPORT / GOVERNMENT CHIEF INFORMATION OFFICER REF NO: DEVP/05/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Information Technology (Programming/Networking).
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.

POST 28/76 : INTERNAL AUDITING AND RISK MANAGEMENT REF NO: DEVP/06/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Internal Auditing/Risk Management.
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.

POST 28/77 : INTERNATIONAL RELATIONS REF NO: DEVP/07/2018
STIPEND : R64 245 30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A National Diploma or a B Degree in Internal Relations (Political Studies).
ENQUIRIES : Mr. Lawrence Magagula, Tel No: 012 336 1392.

POST 28/78 : LEGAL SERVICES REF NO: DEVP/08/2018
STIPEND : R64 245 30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: A National Diploma or a B Degree in Legal Services (Legal Secretary/Paralegal).
ENQUIRIES: Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/79: PERFORMANCE MONITORING AND EVALUATION REF NO: DEVP/09/2018
STIPEND: R64 245 30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: A National Diploma or a B Degree in Public Administration/Developmental Studies.
ENQUIRIES: Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/80: ADMINISTRATIVE AND SUPPORT SERVICES REF NO: DEVP/10/2018
STIPEND: R64 245 30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: A National Diploma or a B Degree in Office Administration/Secretarial.
ENQUIRIES: Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/81: POLICY, RESEARCH AND ANALYSIS/SERVICE DELIVERY REF NO: DEVP/11/2018
STIPEND: R64 245 30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: A National Diploma or a B Degree in Public Management/Administration and Political Science.
ENQUIRIES: Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/82: STRATEGIC MANAGEMENT AND PLANNING REF NO: DEVP/12/2018
STIPEND: R64 245 30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: A National Diploma or a B Degree in Strategic Management and Planning.
ENQUIRIES: Mr. Lawrence Magagula, Tel No: 012 336 1392.
POST 28/83: SUPPLY CHAIN MANAGEMENT REF NO: DEVP/13/2018
STIPEND: R64 245 30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: A National Diploma or a B Degree in Supply Chain Management (Logistics/Procurement).
ENQUIRIES: Mr. Lawrence Magagula, Tel No: 012 336 1392.
DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: The Director-General

NOTE: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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 requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). All short-listed candidates for senior management posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Senior managers shall within one (1) month of the date of their appointment conclude the prescribed contract of employment. If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

MANAGEMENT ECHELON

POST 28/84: DIRECTOR: COMMUNICATIONS (REF NO: DOW/006/2018)

SALARY: R948 174 fully inclusive package per annum, Level 13

CENTRE: Pretoria

REQUIREMENTS: Appropriate degree in Communications Science or relevant NQF level 7 qualification. A minimum 10 years’ operational experience in a communications environment of which 5 were at middle management level. Proven experience in corporate marketing and communication, Government communications, organisational branding, gender mainstreaming as well as social media platforms and applications. Working knowledge of Government communication policies and approaches, Public Service Communication Machinery, South African legislative framework in relation to the mandate and functioning of the Department; departmental governance framework and mandate. Applicant must possess the following skills: gender diversities
awareness; effective report writing; verbal and written communication; financial management; problem solving and analysis; programme and project management; service delivery innovation; client orientation and customer focus; strategic capability and leadership; impact and influence; networking and relationship building; research and knowledge management; computer literacy (MS Office); transformation and change management. Attributes: ethical behaviour; honesty and integrity; emotional intelligence; passion and achievement driven; ability to work effectively under pressure; ability to maintain high level confidentiality of information and respect for copyrights/aversion to plagiarism.

DUTIES:
Develop and ensure execution of the departmental communication strategy and provide support to departmental projects and events. Manage the corporate brand and promote a positive image of the Department. Develop and manage effective internal communications media. Manage external communications with relevant stakeholders and related service providers. Provide support to the Ministry regarding liaison with the media. Develop effective information education and communication material. Support communication activities and events of internal and external project partners. Ensure the dissemination of electronic and hard copy materials to relevant stakeholders. Ensure document management support and storage of communication materials and equipment. Promote a positive relationship with the media on behalf of the Department. Obtain, monitor and review stakeholder feedback and reaction. Represent the Department in intergovernmental communications forums.

ENQUIRIES:
Mr J Mahlangu
Tel No: (012) 359 0238

CLOSING DATE:
27 July 2018 at 16:00

OTHER POSTS
POST 28/85:
AUDIT AND RISK COMMITTEE CHAIRPERSON (REF NO: DOW/ARC/01/2018)
Term: The term of office is three years (part-time basis); approximate number of meetings is six per annum (four ordinary and two special meetings).

SALARY:
Remuneration will be in accordance with the provisions of Treasury Regulations.

CENTRE:
Pretoria

REQUIREMENTS:
Appropriate three-year NQF 7 qualification (a higher qualification will be an added advantage) in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing. More than five years’ management experience gained in information technology, risk management, performance management, financial management, corporate governance and internal/external auditing. Excellent communication skills (verbal and written) Extensive leadership and experience in serving on an Audit Committee (but not a political office bearer). Knowledge of the IIA Standards, Public Finance Management Act and its Treasury Regulations and other relevant legislation/policies, i.e. GRAP and other accounting standards. Knowledge and understanding of the roles of Internal and External Auditors. Knowledge and understanding of Information Communication Technology and Performance Information. Knowledge of the socio-economic empowerment of women and gender equality will serve as an advantage. Preference will be given to applicants who are currently serving as Audit Committee members. Applicants must not have business or personal interest with the Department of Women.

DUTIES:
The Audit and Risk Committee is an advisory committee that assists the Department by performing oversight in respect of internal controls, risk management and governance. The Committee reports to the Executive Authority on a quarterly basis. The Committee will carry out its responsibilities as legislated by the Public Finance Management Act and
Treasury Regulations, and operate according to the approved Audit and Risk Committee Charter. The Committee is expected to advise the Department on, amongst other: internal audits, internal controls, accounting policies, risk management, adequacy, reliability and accuracy of financial and performance information, performance monitoring, corporate governance, compliance with relevant/applicable legislation, issues raised by the Auditor-General South Africa, examine and review the financial statements and performance information reports before final approval. The Chairperson shall chair meetings of the Audit and Risk Committee and lead a constructive dialogue with management, internal and external auditors. Initiate the annual assessment of the Audit Committee and take the measures to correct the weaknesses underlined by the assessment.

ENQUIRIES
Mr V Shongwe Tel No: (012) 359 0244

NOTE
The Department of Women hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations. Applications must be accompanied by a comprehensive CV (including two recent and contactable referees) as well as certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the position. Applicants must note that further checks may be conducted if they are shortlisted and their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment in the position will be provisional, pending the issue of security clearance. Should a security clearance not be granted, appointment will be reconsidered/terminated. Successful candidates will be required to enter into a contract with the Department. the Department of Women is an equal opportunity employer; in the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration; women and persons with disabilities are encouraged to apply.

CLOSING DATE
03 August 2018 at 16:00

POST 28/86
AUDIT AND RISK COMMITTEE MEMBER (REF NO: DOW/ARC/02/2018) (X2 POSTS)
Term: The term of office is three years (part-time basis); approximate number of meetings is six per annum (four ordinary and two special meetings).

SALARY
Remuneration will be in accordance with the provisions of Treasury Regulations.

CENTRE
Pretoria

REQUIREMENTS
Appropriate three-year NQF 7 qualification (a higher qualification will be an added advantage) in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing. More than five years’ management experience gained in information technology, risk management, performance management, financial management, corporate governance and internal/external auditing. Excellent communication skills (verbal and written). Extensive leadership and experience in serving on an Audit Committee (but not a political office bearer). Knowledge of the IIA Standards, Public Finance...
Management Act and its Treasury Regulations and other relevant legislation/policies, i.e. GRAP and other accounting standards. Knowledge and understanding of the roles of Internal and External Auditors. Knowledge and understanding of Information Communication Technology and Performance Information. Knowledge of the socio-economic empowerment of women and gender equality will serve as an advantage. Preference will be given to applicants who are currently serving as Audit Committee members. Applicants must not have business or personal interest with the Department of Women.

**DUTIES**

The Audit and Risk Committee is an advisory committee that assists the Department by performing oversight in respect of internal controls, risk management and governance. The Committee reports to the Executive Authority on a quarterly basis. The Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to the approved Audit and Risk Committee Charter. The Committee is expected to advise the Department on, amongst other: internal audits, internal controls, accounting policies, risk management, adequacy, reliability and accuracy of financial and performance information, performance monitoring, corporate governance, compliance with relevant/applicable legislation issues raised by the Auditor-General South Africa, examine and review the financial statements and performance information reports before final approval.

**ENQUIRIES**

Mr V Shongwe Tel No: (012) 359 0244

**NOTE**

The Department of Women hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations. Applications must be accompanied by a comprehensive CV (including two recent and contactable referees) as well as certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the position. Appointment in the position will be provisional, pending the issue of security clearance. Should a security clearance not be granted, appointment will be re-considered/terminated. Successful candidates will be required to enter into a contract with the Department. The Department of Women is an equal opportunity employer; in the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration; women and persons with disabilities are encouraged to apply.

**CLOSING DATE**

03 August 2018 at 16:00
APPLICATIONS: Applications should be posted to the addresses as indicated below or Hand delivered as indicated below; All Deputy Director – General, Chief Director, Chief Executive Officer and Director posts should be forwarded to the Bhisho Head Office with the exception of Director: Finance & SCM and EMS College Principal.

Bhisho Head Office: Post to: Recruitment & Selection Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered at: Recruitment & Selection Office, Global Life Building (Old Department of Education Space), Independence Avenue, Bhisho, 5605.

OR Tambo Health District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr Mangxola Tel No: 083 378 1533

EMS College: Post to: HR Office, EMS College, Private Bag x128000, Greenarces, Port Elizabeth 6057 or Hand deliver to: EMS College situated in (Livingstone Hospital), Standford Road, Korsten, Port Elizabeth 6020. Enquiries:

CLOSING DATE: 27 July 2018

NOTE: 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. Additional Note: 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.

MANAGEMENT ECHELON

POST 28/87: DEPUTY DIRECTOR-GENERAL: DISTRICT HEALTH SERVICES REF NO: ECHEALTH/DDG-DHS/HO//01/07/2018
Job Purpose: To oversee the provision of District Health services.

SALARY: R1 370 973 - R1 607 079 per annum (Level 15)
CENTRE: Bhisho, Head Office
REQUIREMENTS: An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF Level 8) in Health related field or equivalent

DUTIES : Ensure the provision of District Health Services: Co-ordinate provision of maternal, child, Neonatal, women health and integrated nutrition programme. Co-ordinate implementation of communicable and Non-communicable diseases. Co-ordinate undertaking of epidemiological research and surveillance services. Co-ordinate implementation of District Health Support Services (Provision of Allied Health Services): Provision of district hospital, community health center and clinic health services. Provision of primary health care services such as community outreach programmes, marketing, prevention and health promotion services. Design and implementation of health information systems. Ensure provision of Emergency Medical Care Services (EMS) and Forensic Pathology Services: Ensure provision of Emergency Care Services. Ensure provision of Forensic Pathology Services. Promote good corporate governance. Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature Stakeholder management and annual reporting to Citizens Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems emanating from the work space. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Facilitate and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms N Mavuso Tel No: 040 608 1217

POST 28/88 : DEPUTY DIRECTOR-GENERAL: HOSPITAL AND CLINICAL SUPPORT SERVICES REF NO: ECHEALTH/DDG-HCS/HO/01/07/2018

Job Purpose: To ensure provision of hospital and clinical support services.

SALARY : R1 370 973 - R1 607 079 per annum (Level 15)

CENTRE : Bhisho, Head Office


DUTIES : Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and
mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilitha Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms N Mavuso Tel No: 040 608 1217

POST 28/89 : CHIEF DIRECTOR: DISTRICT MANAGEMENT (X8 POSTS)

SALARY : R1 127 334 - R 1 347 879 per annum (Level 14)
CENTRE :

AmaZulu District Office Ref No: ECHEALTH/CD-DM-AN/01/07/2018
Buffalo City Metro Office Ref No: ECHEALTH/CD-DM/BM/01/07/2018
Chris Hani District Office Ref No: ECHEALTH/CD-DM/CH/01/07/2018
Joe Gqabi District Office Ref No: ECHEALTH/CD-DM/JG/01/07/2018
Nelson Mandela Metro Office Ref No: ECHEALTH/CD-DM/NMB/01/07/2018
OR Tambo District Office Ref No: ECHEALTH/CD-DM/ORT/01/07/2018
Sarah Baartman District Office Ref No: ECHEALTH/CD-DM/SB/01/07/2018


DUTIES : Ensure overall provision of clinical Services: Support and guide the co-ordination process of implementing District Health Programmes including NHI, District community outreach programmes. Ensure provision of PHC co-ordination services: Support management and performance co-ordination of PHC services. Ensure and support the provision of integrated transversal Health (allied health) programmes in the district.
Monitor provision of sound financial management services: Support the provision of management accounting services through provision of proper budget planning, expenditure management, budget reviews and reporting as well as revenue management services. Support and ensure effective provision of financial accounting services through on-going monitoring of timeous processing and payment of departmental salary related benefits and payment of service providers/suppliers. Support provision of supply chain management, Asset Management, internal control and risk management services. Ensure provision of human resource management services: Support and provide strategic guidance on the provision of human capital management including human resource development management services. Ensure provision of infrastructure and ICT services: Ensure design and effective provision of information, communication and technology services. Ensure proper maintenance of departmental facilities and provision of quality facility management services. Support implementation and development of infrastructural revival initiatives and projects in the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safeckeeping of assets.

ENQUIRIES
Ms B Caga Tel No: 040 608 1210

POST 28/90
CHIEF DIRECTOR: EMS & FORENSIC PATHOLOGY SERVICES REF NO: ECHEALTH/CD-EMS&FPS/HO/01/07/2018

SALARY
R1 127 334 - R 1 347 879 per annum (Level 14)

CENTRE
Bhisho, Head Office

REQUIREMENTS

DUTIES
Ensure overall provision of EMS services: Manage coordination, monitoring and evaluation of operations in the Metros. Manage effective co-ordination and monitoring of fleet in relation to EMS and planned patient transport services. Monitor and maintain linkages with EMS College for training. Manage and monitor disaster management in liaison with local municipalities. Ensure overall provision of Forensic Pathology services: Manage effective rendering of Forensic Pathology services. Manage and monitor implementation of guidelines and procedures. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of
ENQUIRIES : Dr P Maduna Tel No: 040 608 1223

POST 28/91 : CHIEF DIRECTOR: STRATEGY AND ORGANISATIONAL DEVELOPMENT REF NO: ECHEALTH/CD-SSM/HO/01/07/2018

SALARY : R1 127 334 - R 1 347 879 per annum (Level 14)
CENTRE : Bhisho, Head Office

DUTIES : Ensure provision of strategic management services: Monitor implementation of developed strategic plans. Manage and render advisory services on development of strategic public health policies and research. Monitor provision of information and knowledge management (incl. library services, information reproduction). Ensure management of monitoring and evaluation services: Ensure monitoring and evaluation of all programmes in the department. Ensure establishment & integration of systems with provincial M & E. Manage overall provision of framework for effective participation of cluster system. Ensure provision of organizational development and service delivery operations: Manage development and review of service delivery model. Manage the conducting of organizational review, redesign, organizational functionality assessments and job evaluation processes. Monitor effective rendering of business process improvement initiatives. Manage the design and implementation of change management initiatives. Ensure provision of communication and media liaison services: Manage and monitor the rendering of Media liaison, Events management, Publication and photo journalism, Secretariat support services. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinate. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms N Mavuso Tel No: 040 608 1217

POST 28/92 : DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DIR-F&SCM/ORTD/01/07/2018

SALARY : R948 174 - R1 116 918 per annum (Level 13)
CENTRE : OR Tambo District Office
REQUIREMENTS : A National Diploma/Degree in Financial Management/Accounting/Commerce/Supply Chain Management or related qualification coupled with 5 years’ experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change

**DUTIES:**
Guide and direct rendering of financial administration services: Provision of management accounting services. Provision of financial accounting services. Guide and direct rendering of supply chain management services: Provision of demand and acquisition services. Provision of contract management services. Provision of logistics and assets services. Direct provision of asset management services: Maintenance and monitoring of asset register to ensure effective control of assets. Manage proper maintenance and repair of assets. Guide on disposal of obsolete assets. Guide administration of fleet services. Direct provision of internal control services: Manage proper verification of documentation and transactions for compliance with legislation and procedures. Monitor integrated financial internal control system. Manage performance and all the allocated resources: 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 timeous development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES:**
Mr Mangxola Tel No: 083 378 1533

**POST 28/93:**
DIRECTOR: SCM RISK AND PERFORMANCE MANAGEMENT REF NO: ECHEALTH/DIR-SCM&RPM/HO/01/07/2018

**SALARY:**
R948 174 - R1 116 918 per annum (Level 13)

**CENTRE:**
Bhisho, Head Office

**REQUIREMENTS:**

**DUTIES:**
Direct and guide SCM performance (compliance and capacitation): Support implementation of LOGIS ICN policies and standard operating procedures. Manage the provision of SCM performance. Maintain systems structure, departmental codes and balances. Monitor interface interaction between systems. Direct the provision of specification and Supplier services: Monitor and evaluate ICN control and supplier registration. Maintain supplier relations with stakeholders/suppliers. Maintain ICN database services. Direct the maintenance of SCM registries: Manage the SCM bid documents. Manage compliance of archives. Manage the provision of security SCM documents. Monitor Storage material of SCM bid retrieved. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously
development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinate. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Ms C Mgijima Tel No: 040 608 9763

POST 28/94: DIRECTOR: LOGISTIC AND INVENTORY REF NO: ECHEALTH/DIR-LOG&INV/HO/01/07/2018

SALARY: R948 174 - R1 116 918 per annum (Level 13)

CENTRE: Bhisho, Head Office


DUTIES: Direct the rendering of logistics services: Oversee undertaking of logistics operations. Develop logistics plans and procedures to ensure that internal & external client needs are met. Ensure that right products are delivered to the right end users on time and at a good cost. Direct the rendering of inventory services: Evaluate suppliers that will provide department with goods and services. Manage preparation and filing of inventory documentation. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Ms C Mgijima Tel No: 040 608 9763

OTHER POST

POST 28/95: EMS COLLEGE PRINCIPAL REF NO: ECHEALTH/PRINC/ECCOEC/01/07/2018

SALARY: R828 507 – R947 313 per annum (OSD)

CENTRE: Nelson Mandela Metro, EMS College (Port Elizabeth)

REQUIREMENTS: Successful completion of one of the following qualifications that allows registration with Health Professions Council of South Africa (HPCSA) as an Emergency Care Practitioner: Recognised B Tech (EMS), B (EMC) or BHSc (EMC) degrees. Having a Master's degree (or towards) will be added advantage. Must have a minimum of three (3) years' experience after registration with HPCSA as an Emergency Care Practitioner. Must have minimum of three (3) years' experience working as an EMS Course Co-ordinator or relevant management level within an EMS College or at a Higher Education Institution. Current registration as an Emergency Care Practitioner with the HPCSA is mandatory. A valid code EB drivers licence with PDP is essential. Knowledge of regulations pertaining to HPCSA training standards, PFMA, Treasury regulations, Skills...
Development Act and any other related acts. Competencies: Highly competent, enthusiastic and knowledgeable practitioner to manage an EMS College. Sound knowledge of regulations and policies governing EMS training and education. Computer literacy in MS Word, Excel and Powerpoint is essential. Good interpersonal and management skills. Sound knowledge of financial management policies and labour relations prescripts is essential.

**DUTIES**

Management of EMS education, training and provincial migration plan. Manage the development and accreditation of courses in accordance to the National Emergency Care Education and Training policy, CHE, HPCSA and other legislation. Management of district training centres to widen access for continuing Professional Development. Develop Strategic and business plans to advise the Chief Director of Human Resource Development on legislative aspects relating to EMC training and development. Efficient management of all college resources including human resource, allocated budget and assets. This will involve representation of the college at the Chief Directorate meetings.

**ENQUERIES**

Mr N Ndamase Tel No: 041 453 0911

**DEPARTMENT OF PUBLIC WORKS**

The Department of Roads and Public Works 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: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

**FOR ATTENTION**

Ms N.H Malgas

**CLOSING DATE**

27 July 2018

**NOTE**

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ 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 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. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

**OTHER POSTS**

**POST 28/96**

CHIEF ARCHITECT (BUILDINGS) REF NO: DRPW 02/07/2018

Component: Education Portfolio

**SALARY**

An all-inclusive remuneration package of R854 154 per annum (OSD)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

A Bachelor’s Degree in Architecture or relevant qualification. Six years post qualification Architectural experienced. Valid driver’s license. Compulsory Registration with SACAP as a Professional Architect.
**DUTIES**

Architectural Design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects: Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. People Management: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

**ENQUIRIES**

can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 28/97**

**DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT**

**REF NO:** DPW 01/07/2018

**Sub Component:** Asset Registers

**SALARY**

An all-inclusive remuneration package of R697 011 per annum (Level 11)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

A recognized Bachelor’s Degree in Accounting or National Diploma in Accounting with at least five (5) years relevant financial experience of which three (3) years must be at an Assistant Director level. Experience working in the public sector environment (PFMA control and reporting). Proven relevant experience in the administration and management of immovable properties is necessary. Candidates with relevant experience in the maintenance of an immovable asset register will be given preference. Strong computer skills in MS Word, MS Excel, MS Project, MS Office and PowerPoint abilities. Research skills. A Valid driver’s license. Knowledge and Skills: Working knowledge of National Treasury prescribes and guidelines related to the recording and accounting for immovable assets. Sound knowledge on Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of property prescripts and procedures. Working knowledge on the preparation of Annual Financial Statements (AFS) in terms of GRAP-related to immovable asset management. Computer literacy – data base administration. Ability to compile reports for the Manager.
Knowledge and understanding of the definition of State Land. Working knowledge of Act 1 of 1999 (the PFMA). Very good communication skills – both verbal and writing. People management and strong problem-solving skills. Must be able to work independently as well as in a team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important.

**DUTIES**: Manage the enhancement of the financial component of the immovable asset register (LOGICA) through the verification of property data and obtaining value added financial information (e.g. municipal valuations, income lease information, work completed on buildings, etc.). Responsible for the annual financial disclosure of immovable assets in the Annual Financial Statements (AFS). Liaise with various stakeholders in the private and public domain regarding property financial information, including municipalities and other government Departments. Ensure that all relevant guides and prescripts are correctly implemented for financial disclosure of immovable assets. Data cleaning related to financial component of the IAR. Prepare Lead Schedule and Working Papers and for monthly reporting packs and Interim/Final Financial Statements. Manage S42 transfers in terms of the PFMA. Updating of Work in Progress (WIP) register and IAR and Annual Final Financial Statements (AFS) related to the provincial immovable asset property portfolio. Assist with update of property information. Analyze the immovable asset register and produce status reports on the financial component thereof. Ensure opening balance in register agrees to closing balance as per audited Financial Statements. Address all prior year adjustments to the IAR. Record all disposals / transfers to the IAR - capture proceeds of disposals to the register. Other ad hoc requests from the Director: Asset Registers. It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.

**ENQUIRIES**: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 28/98** : CONTROL ARCHITECTURAL TECHNICIAN REF NO: DPW 03/07/2018

Sub-Component: Professional Services

**SALARY** : R422 139 per annum (OSD)

**CENTRE** : Sarah Baartman (Port Elizabeth)


**DUTIES** : Manage technical services: Manage technical services and support in conjunction with Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects. Promote safety in line with statutory and regulatory requirements, Evaluate existing standard drawings and plans with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: Compile and submit reports as required, Provide inputs into the budgeting process, Provide and consolidate inputs to the technical/architectural operational plan, Assist in general project management of projects, Ensure the development, implementation and maintenance of databases; and Manage, supervise and control technical and related personnel and assets. Research and Development: Continues professional development to keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; and to liaise with relevant bodies/councils on architectural-related matters.

**ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 28/99

PROJECT COORDINATOR: EXPANDED PUBLIC WORKS PROGRAMME

REF NO: DPW 04/07/2018

Sub-Programme: Community Development

SALARY: R299 709 per annum (Level 08)

CENTRE: Sarah Baartman (Port Elizabeth)

REQUIREMENTS:
An appropriate Tertiary qualification at NQF Level 6 with (3) three years relevant experience in Expanded Public Works Programme or working with Poverty Eradication Programmes OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with (3) three years relevant experience in Expanded Public Works Programme or working with Poverty Eradication Programmes. Excellent communication skills. Sound knowledge of government protocol, processes and regulations. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Computer literacy. A valid driver's license.

DUTIES:

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 28/100

WORKS INSPECTOR: ELECTRICAL

REF NO: DPW 05/07/2018

SALARY: R196 407 per annum Level 06

CENTRE: Sarah Baartman (Port Elizabeth)

REQUIREMENTS:
A National Diploma (T/ N/ S stream) in Electrical Engineering or an equivalent qualification. A N 3 and a passed trade test in the electrical environment. Registered as an Engineering Technician. A valid driver's license. Computer literacy.

DUTIES:
Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct Inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 28/101 : WORKS INSPECTOR: BUILDINGS REF NO: DPW 06/07/2018

SALARY : R196 407 per annum Level 06

CENTRE : Sarah Baartman (Port Elizabeth)

REQUIREMENTS : A National Diploma (T/ N/ S stream) in Buildings or an equivalent qualification. A N 3 and a passed trade test in the built environment or Registered as an Engineering Technician. A valid driver’s license. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE

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

APPLICATIONS : Post to: Chris Hani District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, P.O Box 7190, Queenstown, 5300 or Hand Deliver: NO 6 Ebden Street, Queenstown

CLOSING DATE : 27 July 2018 @ 15h00

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 shortlisted candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will
result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 28/102</th>
<th>ASSISTANT ARCHIVIST (DIGITISATION) X9 POSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1 Year Contract)</td>
</tr>
<tr>
<td>SALARY</td>
<td>R163 563 per annum Level 05</td>
</tr>
<tr>
<td>CENTRE</td>
<td>King Williams Town:</td>
</tr>
<tr>
<td></td>
<td>PE Re-Pository Ref No: DSRAC 01/07/2018 (X3 Posts)</td>
</tr>
<tr>
<td></td>
<td>Mthatha Re-Pository Ref No: DSRAC 02/07/2018 (X3 Posts)</td>
</tr>
<tr>
<td></td>
<td>Head Office Ref No: DSRAC 03/07/2018 (X3 Posts)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 coupled with 2 years’ experience in the Records Management and archival environment. Knowledge of electronic records management systems and digitised archiving. IT skills. Excellent report writing ability. Computer Literacy, good communication skills (written and verbal).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Preparation of records for the actual digitisation. Auditing of files. File retrieval from strong rooms. Itemisation (Rearrangement and description, sorting duplicated and arrangement of files according to the nature of paper material).</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Chris Hani District: Mr. Kwanini Tel No: 045 807 7500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 28/103</th>
<th>SCHOOL SPORT COORDINATORS (CONDITIONAL GRANT) REF NO: DSRAC 01/07/2018 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R95 538 per annum Level 5/8</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Chris Hani District</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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 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 in the Sport and Recreation structural 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 8 driving license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Coordinate the implementation of school sports league system in terms of the MMPP business plan. Provide administration support to schools sport code structures with restoration of schools, athletes to annual programme. Assist with the development and implementation of an athlete’s 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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Chris Hani District: Mr. Kwanini Tel No: 045 807 7500</td>
</tr>
</tbody>
</table>
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: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Ground Floor (A-West), Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein

FOR ATTENTION: Mr. MJ Mokgampanyane

CLOSING DATE: 27 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), 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.

MANAGEMENT ECHelon

POST 28/104: DIRECTOR: LEGAL SERVICES REF NO: H/D/24(2)

SALARY: R948 174 per annum

CENTRE: Corporate Office, Bloemfontein

REQUIREMENTS: An appropriate Law degree. At least 8 years management and legal experience with special focus on civil litigation. Computer literacy. Knowledge: Specialised knowledge in administrative, constitutional, contractual and law of delict. Legislative drafting. Recommendations: Appropriate post graduate degree.

DUTIES: Provide legal advice and support to the Department, on substantive and complex legal issues with potential serious legal and financial implications. Provide legislative analysis and support to the Department. Litigation. Management of the Legal Services Unit. Support and advice the Provincial Adverse Event and Clinical Governance Committee.

ENQUIRIES: Mr. LD Kamolane, Tel No: (051) 408-1561

NOTE: to applicants: This is a re-advertisement. Applicants who applied for this post (Reference number: H/D/24) that was advertised in Health HRM Circular no. 55 of 2017, PS Vacancy Circular no. 44 of 2017 and FS Provincial Government Circular no. 59 of 2017 with a closing date of 24 November 2017 need not to apply again. Applications already received for the previous advertisement will be considered.
ANNEXURE L

PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY

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

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

CLOSING DATE
27 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(s); no copies of certified copies allowed, certification should not be more than three (3) months old. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 28/105
DEPUTY DIRECTOR – MFRS AND INTERVENTIONS
Chief Directorate: Local Government Financial Services

SALARY
R697 011 per annum (All-inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
A three year tertiary qualification as recognized by SAQA (NQF Level 7) in Accounting / Economics / Auditing, 3 - 5 years junior management experience in the Finance/local government finance.

DUTIES
The incumbent will be responsible for; Monitor Financial viability of municipalities through producing health assessment report. Analyse quarterly Borrowing & Monitoring Returns on existing borrowings to assess financial status of municipalities. This includes analysing all in year reports findings. e.g budgets, financial statements, interacting with municipalities etc. Provide comments on new loans for delegated municipalities.

ENQUIRIES
Mr Sihle Hlomuka Tel No: 011 227 9000

POST 28/106
DEPUTY DIRECTOR – FISCAL POLICY ANALYSIS
Chief Directorate: Economic & Fiscal Policy

SALARY
R697 011 per annum (All-inclusive package)
CENTRE: Johannesburg

REQUIREMENTS:
A three year tertiary qualification as recognized by SAQA (NQF Level 7) in Public management/Administration, Public policy, Public finance, Public economics or equivalent, 3 - 5 years junior management/Assistant Director experience in the fiscal policy, budget management, public finance and related.

DUTIES:
The incumbent will be responsible for; Develop, implement, monitor and review the enhancement strategy; Promote and enforce transparent and effective revenue management; Provide advice and support departments to develop revenue related policies/strategy; Coordinate the determination of own revenue estimates and in year revenue adjustments for the Medium-Term Revenue Framework; Provide advice on the exploration of all revenue sources and tariffs; Provide inputs into fiscal policy matters; Initiate and facilitate interaction with relevant stakeholders on fiscal policy matters; Develop the Medium-Term Budget Policy Statement; Manage the fiscal policy analysis directorate for stakeholder relationships, operational planning, and oversee administrative support functions

ENQUIRIES:
Ms Tshiamo Sokupa Tel No: 011 227 9000

POST 28/107: JUNIOR FORENSIC INVESTIGATOR
Chief Directorate: Forensic Audit Services

SALARY:
R299 709 per annum, (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS:
Matric/ Grade 12, Degree or diploma in Law or Forensic Investigation and any other related degree or Diploma, CFE would be advantageous, minimum of 1-2 years’ experience in forensic investigation or law enforcement. Valid driver’s license. Successful candidates will be required to undergo a security vetting process. Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail. Problem Solving. Experience in conducting forensic and or fraud investigations. Ability to develop and execute investigative work plans. Ability to analyse and recognise. Evidence in financial records and supporting source documents. Knowledge of and experience in criminal law procedure, law of evidence. Knowledge and understanding of PFMA; Treasury Regulations Protected Disclosure Act; Prevention and combating of corrupt activities Act; Report Writing. Conflict Management. Assertiveness. Self-motivated. Work ethics and integrity.

DUTIES:
Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyse and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager.

ENQUIRIES:
Ms Baleseng Sedibe Tel No: (011) 227-9000
POST 28/108 : PERSONAL ASSISTANT: HEAD OF FORENSIC AUDIT SERVICES
Chief Directorate: Forensic Audit Services

SALARY : R242 475 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma with 3 – 5 years’ experience in office management or similar role, especially for senior management. Experience in scheduling, diary Management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic Project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people’s person with excellent Interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes. Previous Experience working within the Anti – corruption and Forensic investigation environment will be an added advantage.

DUTIES : Office Administration: Implement and electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faying, printing, e-mail scanning Stationary, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memos’, presentations and other documents as per prescribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritize and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and Maintenance of managers’ appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services: Logistical Support Services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare memos required to facilitate payments to service providers where required. Keep track of budge expenditure and prepare regular expenditure reports. Reporting: Consolidate monthly and quarterly report information for the entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping.

ENQUIRIES : Ms Baleseng Sedibe Tel No: 011 227 9000
ANNEXURE M

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 28/109 : HEAD OF CLINICAL UNIT: NEUROSURGERY REF NO: HCUNEUROSURGE/1/2018

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 REQUIREMENTS : Neurosurgery IALCH

REQUIREMENTS : Qualification in the appropriate health science. Current registration with the Health Professions Council of South Africa as a Medical Specialist Neurosurgery. A minimum of 3 years' appropriate post registration experience as a Medical Specialist Neurosurgery. Recommendations: Evidence of sub-speciality training in Neurosurgery. MMed or equivalent (MMed Sci, MPhil) and demonstrated record of research experience (2 or more publications in peer reviewed journals) and/or evidence of supervision of registrars (2 or more candidates). Knowledge. Skills. Training and Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration and management skills. Good communication skills and decision making.

DUTIES : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. After hours consultant cover for Neurosurgical emergencies Assist with setting-up of protocols for management of Neurosurgical patients. Assist with the development of clinical audit programmes in the Department of Neurosurgery. Active involvement in CMEs. Lead and supervise departmental research activities. Participate in the training of Registrar's, Medical Officer's and Nurses.

ENQUIRIES : Dr B Enicker Tel No: 031 240 1133/1134

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. 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, eg 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 day of the closing date, kindly consider your application as unsuccessful. Please note that due to financial contraints, there will be no payment of S & T claims

CLOSING DATE : 27 July 2018

POST 28/110 : CLINICAL MANAGER (MEDICAL) GRADE 1: REF NO: M36/2018
Cluster: Medical Services

SALARY : R1 115 874 per annum (All-inclusive package) of which 30% is flexible portion that can be structured in terms of applicable procedures, fixed overtime plus 18% Rural allowance.

CENTRE

REQUIREMENTS : Hillcrest Hospital

Grade 12/Senior Certificate Plus MBCHB qualification; Plus Registration with the HPCSA as a Medical Practitioner; Plus Current registration (2017) HPCSA as a Medical Practitioner; Plus A minimum of (3) years’ experience practicing as a Medical Practitioner after registration with HPCSA. Computer Literacy. Plus endorsed valid Code B driving licence (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The ideal candidates must possess knowledge of current health and public service legislation and policies. Have a sound clinical knowledge, experience in respective disciplines. Have an Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Sound negotiation, planning, organizing, decision making and conflict management skills. Financial Management.

DUTIES : To ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to promote optimal patients care. To provide leadership to the medical/paramedical team and liaise with Senior Management team on matters thereof. Ensuring that a full Primary Health Care (PHC) package is provided with emphasis on newly introduced programs. Ensure Primary Health Care clinic coverage and participation in community oriented primary health care. To provide leadership in the development of maternal and Child Health Care, Oral Dental services, Rehabilitative services, Pharmaceutical services as well as management of non-communicable diseases. Maintain optimal utilization of human resources and drive procurement of medical equipment. Performance management of all staff under medical component. Ensure 24 hours coverage in the medical component. Participate in senior management and strategic activities as well as National Core Standards. Ensure medical coverage in all our fixed clinics. Conduct clinical audits and reviews, develop clinical protocols and policies. Promote effective communication and team approach within the entire medical component. Advise Hospital Management on all developments in the clinical component. Monitor the performance of Sessional Officer Ensure compliance with commuted overtime policy. Manage resources under this component. Produce relevant reports as required by the hospital, district, provincial and national department of health.

ENQUIRIES : Mr J Mnbebele Tel No: 033- 846 7271

APPLICATIONS : all applications should be forwarded to: The Chief Director: District Health Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Mr N C Mbatha

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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 27 July 2018

POST 28/111 : MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER: REF NO: G40/2018
Cluster: District Health Services

SALARY : R1 115 874 per annum. An all Inclusive MMS Salary Package of Salary Level 12

CENTRE : Phoenix Community Health Care

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

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

ENQUIRIES : MRS P Msimango Tel No: 031- 240 5308

APPLICATIONS : All applications should be forwarded to: The Chief Director: EThekwini District Health Office: Private Bag X54318, Durban, 4000 OR Hand delivered to: House 83 Jan Smuts Highway Mayville Durban.

FOR ATTENTION 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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 27 July 2018

POST 28/112 : MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER: REF NO: G41/2018

Cluster: District Health Services

SALARY : R1 115 874 per annum. An all Inclusive MMS Salary Package of Salary Level 12

CENTRE : Pholela Community Health Care

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

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

ENQUIRIES : Mrs GLL Zuma Tel No: 039- 834 8200
APPLICATIONS: All applications should be forwarded to: The District Director: Herry Gwala
Health District Office: Private Bag X502, Ixopo, 3276 OR Hand delivered to: 111 Ixopo Main Road.

FOR ATTENTION: Mr VJ Khumalo

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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE: 27 July 2018

POST 28/113: MEDICAL OFFICER GRADE 2 REF NO: HRM 29/2018 (X1 POST)
Directorate: Dept of Anaesthetics

SALARY: Grade 2: R892 551 – R975 945 (All inclusive package)

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBCHB degree PLUS Current registration with the HPCSA as a Medical Officer (2018/2019) PLUS Registration certificate as a Medical Practitioner (independent practice) with HPCSA, Grade 2: Diploma in Anaesthesia (DA) PLUS a minimum of 1 years experience in Anaesthesia at a recognized DA training facility. 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Recommendations: FCA Part 1 examination completed or partially completed, More than one years’ experience in anaesthesia, research methodology courses completed, Knowledge, Skills, Training and Competencies Required: Participation in the after hours call system is essential, sound knowledge and skills associated with the practice of Anaesthetics., ability to diagnose and manage common medical problems including emergencies, demonstrate the ability to work as part of a multidisciplinary team, knowledge of current Health Legislation and policies at Public Institutions.

DUTIES: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients, the incumbent will be expected to rotate through S-block (multidisciplinary anesthesia services), O-block (obstetric) and ICU complexes at King Edward VIII hospital, to perform appropriate pre-operative examination and optimization of patients for planned surgery, to provide safe and appropriate anesthesia during surgery, to participate in post-operative care of patients, Anaesthetists must be prepared for early starts to the working day and potentially late unpredictable finishes to the normal working day, the nature of anesthesia means that frequent weekend shifts are required inside the commuted overtime package, participate in relevant training programs, maintain accurate and appropriate health records in accordance with the
legal/ethical considerations and continuity of patient care, undertake continuing medical education and professional development and study professional literature e.g. Medical journals, to identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures, to participate in audit and quality control programs and research to improve the standard of patient care, to participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations, to participate in Outreach services in the drainage area of King Edward VIII Hospital as appropriate to their grade of qualification and experience, to maintain a logbook of clinical duties.

ENQUIRIES:
Dr. S.A. Moodley
Tel No: 031 360 3854

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 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.

CLOSING DATE:
27 July 2018

POST 28/114:
CHIEF EXECUTIVE OFFICER REF NO: G39/2018
Cluster: District Health Services
Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

SALARY:
R826 053 per annum. An all Inclusive MMS Salary Package of Level 12

CENTRE:
Hillcrest Hospital

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

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

ENQUIRIES:
MRS P Msimango Tel No: 031-240 5308

APPLICATIONS:
All applications should be forwarded to: The Chief Director: EThekwini District Health Office: Private Bag X54318, Durban, 4000 OR Hand delivered to: House 83 Jan Smuts Highway Mayville Durban.

FOR ATTENTION:
Mr R Duki

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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the
same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 27 July 2018

POST 28/115 : MEDICAL OFFICER GRADE 1/2 REF NO: HRM 30/2018 (X1 POST)
Directorate: Dept. of Clinical Haematology

SALARY : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
GR 2: R892 551 – R975 945 (All inclusive package)

CENTRE REQUIREMENTS : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). GR 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. GR 2: 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner.

Knowledge, Skills, Training and Competencies Required: Good clinical and communication skills, clinical or theoretical knowledge of Haematology, function as part of a team.

DUTIES : Provide clinical haematology services to King Edward VIII Hospital, provide after hour care in accordance with the commuted overtime contract, participate in the academic program in the department, teach junior staff and medical students

ENQUIRIES : Dr. S.A. Moodley Tel No: 031 360 3854

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 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. 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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 27 July 2018

POST 28/116 : MEDICAL OFFICER (GRADE 1, 2, 3): REF NO: GS 36/18
Component: Anaesthesia and Critical Care

SALARY : Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural
Allowance is payable for periods of time working at Edendale Hospital only.

**CENTRE**

Pietermaritzburg: PMB Metropolitan Hospitals: (Greys, Edendale Northdale)

**REQUIREMENTS**

MBCHB Degree or equivalent qualification in Health Science; Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who only complete Community Service time in December 2017 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA is essential. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA is essential. Recommendation: A Diploma in Anaesthesia (DA) is required for those candidates being appointed at Grade 2 level or higher. ATLS, APLS and ACLS will be an advantage. Knowledge, Skills, Training and Competence Required: Participation in the After Hours call system is essential. Medical Practice as appropriate at post Community Service level; Information management; Current Health and Public service legislation, regulations and policy; Medical ethics, epidemiology and statistics.

**DUTIES**

Clinical responsibility including examine, investigate diagnose and oversee treatment of patients. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. To perform appropriate preoperative examination and optimisation of patients for planned surgery. To provide safe and appropriate anaesthesia during surgery. To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, hes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. Assist with human resource development for medical staff. Conduct Orientation and Induction Programme for new Medical staff. Provide guidance and advice to junior medical staff (interns/CSOs). Assist with the development of training programmes. Participate in relevant training programmes. Maintain accurate and appropriate health
records in accordance with the legal/ethical considerations and continuity of patient care. Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations. To participate in Outreach services in the drainage area of Grey’s hospital as appropriate to their grade of qualification and experience. To maintain a logbook of clinical duties.

ENQUIRIES
APPLICATIOnS
FOR ATTENTION
NOTE

DR Z Farina Tel No: 033-897 3412
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants; the circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 34/18. 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). This advert is to recruit medical officers for anaesthesia starting between 1 March 2018 and 1 August 2018. This interview process will be used to identify all suitable applicants, who will then be appointed as posts arise to any of the three hospitals that comprise the PMB Metropolitan Hospitals group: Grey’s or Edendale or Northdale Hospitals. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia.

CLOSING DATE

27 July 2018

POST 28/117

ASSISTANT MANAGER NURSING: REF NO: MOSV AMN 01/2018
Department: Maternity & Paediatric Ward

SALARY

R581826
Other Benefits; Medical Aid (optional). 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 12% rural allowance

CENTRE

Mosvold District Hospital: Ingwavuma Area

REQUIREMENTS

Senior certificate STD 10/ (Grade 12), Diploma / Degree in General Nurse, Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing. Proof of current registration with South African Nursing Council (2018).A minimum of 10 years’ experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 6 years of the period referred to the above must be appropriate/
recognizable experience after obtaining the one year Diploma in Advanced Midwifery and Neonatal Nursing Science. At least 3 years of the period referred above must be proof of previous experience appropriate/recognizable experience at management level. Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing Care process and procedures, nursing and other relevant legal framework, Financial and budgetary knowledge pertaining to relevant resources under Management, Insight into the procedures and policies pertaining to the Nursing Care. Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional 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 a professional/legal framework. Provide a comprehensive, quality nursing care as a member of multi-disciplinary team according to the identified needs of the patients. Promote quality specialized nursing and health services as directed by the scope of practices and standards as determine by the specialty. Ensure that patients receive quality health care through effective co-ordination of services and liaison with all disciplines. Monitor and ensure proper utilization of financial and physical resources. Ensure that the staff is effectively utilized through monitoring and adequate supervision. Ensure implementation of programmes relate to MNCWH to improve quality care. Ensure constant monitoring and evaluation of the key indicators of the components and maintenance of appropriate statistics. Assist in the implementation of priority programs. E.g. National Core Standards, EMTCT infection prevention control. Facilitate orientation/induction and in-service training of all staff within the assigned component.

**ENQUIRIES**

Mrs TJ Dlamini 035-5910122 EXT 101/102

**APPLICATIONS**

Applications should be directed to: The Acting Chief Executive Officer – Mosvold District Hospital, Private Bag X 2211, Ingwavuma, 3968

**NOTE**

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE**

31 July 2018
POST 28/118: MEDICAL SPECIALIST – GRADE 1, 2, AND 3 (SESSIONAL POST) – 20 HOURS PER WEEK REF NO: GS 34/18
Component: Ophthalmology

SALARY: Grade 1: R526 240 per annum
Grade 2: R601 120 per annum
Grade 3: R697 840 per annum

CENTRE: Greys Hospital: Pietermaritzburg Hospital Complex

REQUIREMENTS:
Minimum Requirements: MBCHB Degree or equivalent qualification in Health Science. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Accredited and current Good Clinical Practice (GCP) certificate. (No online GCP courses accepted.). Certification with AREDS2 Lens Opacity Identification training. Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, Skills, Training and Competency Required: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.

DUTIES: Assistance in the provision of a quality, cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction.

ENQUIRIES: DR CH Kruse Tel No: 033-897 3345
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate; not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants; The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 34/18. 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: 27 July 2018
POST 28/119 : CHIEF RADIOGRAPHER (GRADE 1) (DIAGNOSTIC) REF NO: CHIEFRADDIAGL2/2018 (X4 POSTS)

SALARY : R440 982 Plus 13th Cheque, Medical Aid- Optional and Housing Allowance- Employee must meet prescribed requirement

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 three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMDs. Knowledge and experience of quality assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills. Good report writing skills

DUTIES : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. 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. 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, eg 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 day of the closing date, kindly consider your application as unsuccessful. Please note that due to financial contraints, there will be no payment of S & T claims

CLOSING DATE : 27 July 2018

POST 28/120 : CLINICAL PROGRAMME CO-ORDINATOR- HAST PROGRAMME-DISTRICT OFFICE- REF NO: ILE 01/2018 (X1 POST)
Component: HIV, AID, STI, ARV& VCT
Three Years Contract
**SALARY**: R420 318 per annum. Other Benefits: 13th Cheque, Medical aid: Optional and Housing allowance (Employee must meet prescribed condition)

**CENTRE**: ILembe Health District Office

**REQUIREMENTS**
- Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse, Valid Drivers License [code 08]. Report writing abilities, financial management skills, empathy and counselling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES**
- Ensure that the Department of Health strategies for community based HIV and AIDS, Home Community Based Care and Operation Sukuma Sakhe are implemented in the entire District. Coordinate community based HIV and AIDS prevention strategies including condom distribution. Strengthen partnership with District AIDS council, local AIDS council and ward AIDS council. Manage Chaplaincy programme, Coordinate skills development for CHF, Community Care Giver supervisors, Community Care Givers, Chaplains and Traditional Health Practitioners. Facilitate linkage of ward based services to fixed PHC facilities. Monitor indicators which measure health practices in the District, provide support and report on findings to district health management. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies.

**ENQUIRIES**: Ms. TM Banda: Deputy District Director: Integrated Health Service and Development Tel No: 032-4373524

**APPLICATIONS**: Please forward applications to: The District Manager, ILembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

**FOR ATTENTION**: (Ms JL Mhlongo)

**NOTE**: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za - Recently certified copies of highest educational qualification and not copies of certified copies. Certified I.D Copy, Updated Curriculum Vitae, Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE 05/2014. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**: 27 July 2018
POST 28/121

OPERATIONAL MANAGER NURSING: GENERAL STREAM (GI/ENDOCRINE/RESPIRATORY INPATIENT UNIT) REF NO: OPMAN (GEN NURS)/1/2018

SALARY
Grade 1: R420 318 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options

CENTRE
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS
Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth 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 patients’ needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

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 as determined legislative framework and national Core Standards. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as requested.

ENQURIES
Miss NO Mkhize Tel No: 031-241063

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. 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, eg 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 day of the closing date, kindly consider your application as unsuccessful. Please note that due to financial contraints, there will be no payment of S & T claims

CLOSING DATE
27 July 2018

POST 28/122

CLINICAL PROGRAMME CO-ORDINATOR- PMTCT-DISTRICT OFFICE- REF NO: ILE 02/2018 (X1 POST)
Component: MCWH, PMTCT Nutrition
Three Years Contract
SALARY: R420 318 per annum. Other Benefits: 13th Cheque, Medical aid: Optional and Housing allowance (Employee must meet prescribed condition)

CENTRE: ILembe Health District Office

REQUIREMENTS:
Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse , Valid Drivers License [code 08]. Report writing abilities, financial management skills, empathy and counselling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES:
Strengthen management, leadership and coordination for the Prevention of Mother to Transmission of HIV (PMTCT) programme. Work closely with various stakeholders to facilitate the integration of the PMTCT Programme into the MCWH Programme, Support scaling up of PMTCT coverage and improving the quality of PMTCT and MCWH to reduce MTCT of HIV. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV; Network with other provincial departments and NGO’s that provide support to the PMTCT programme .Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Ensure establishment of highly motivated and well developed health care workforce.

ENQUIRIES: Ms. TM Banda: Deputy District Director: Integrated Health Service and Development Tel No: 032-4373524

APPLICATIONS: Please forward applications to: The District Manager, ILembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION: (Ms JL Mhlongo)

NOTE: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Recently certified copies of highest educational qualification and not copies of certified copies. Certified I.D Copy, Updated Curriculum Vitae, Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE 05/2014. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 27 July 2018
POST 28/123: ULTRASOUND RADIOGRAPHER (GRADE 1, 2, 3) REF NO: RADULTRASOUND/1/2018 (X1POST)

SALARY: Grade 1: R374 364 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance. Employee must meet prescribed requirements. Grade 2: R440 982 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements. Grade 3: R519 456 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements.

CENTRE REQUIREMENTS: IALCH

REQUIREMENTS: An appropriate three year National Diploma/Degree in Ultrasound. Current registration with the Health Professions Council of South Africa as an Ultrasound Radiographer (Independent practice). Grade 1: Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Ultrasound Radiographer. Grade 2: Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as an Ultrasound Radiographer. Grade 3: Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as an Ultrasound Radiographer. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of ultrasound principals, systems and procedures performed within the Ultrasound department. Sound supervisory skills. Sound knowledge of ultrasound procedures, protocols and equipment. Ability to train junior ultrasound staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge and experience of quality assurance policies. Human resource management skills. Knowledge of EPMDS. Good verbal and written communication skills. Sound interpersonal skills Good report writing skills.

DUTIES: Provision of high quality ultrasound imaging according to patient needs. Provide clinical ultrasound services in the imaging department, by the implementation of departmental policies & procedures, supervision of junior staff, whilst adhering to ultrasound protocols, practices, and techniques. Perform general administrative duties as required and all delegated departmental tasks with limited supervision, with the ability to deal with crisis situations independently. Participate in the quality assurance program, in a completely digital radiology environment, ensuring safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too.

ENQUIRIES APPLICATIONS: 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. 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, eg 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 day 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** : 27 July 2018

**POST 28/124** : CLINICAL NURSE PRACTITIONER (PHC STREAM); REF NO: GLEN 01/2018 (X1 POST)
Component: Glen Hills Clinic

**SALARY** : Grade 1: R362 559 per annum Plus 8% rural allowance
Grade 2: R445 917 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions]

**CENTRE** : ILembe Health District Office

**REQUIREMENTS** : Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National 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). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National 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. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, Oh&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients’ reports and intervention, keeping a good valid record on all client interventions.
Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

ENQUIRIES: Mrs R Bhagwandin (PHC Supervisor) Tel No: 032 – 437 3600
APPLICATIONS: Please forward applications for the attention of: Human Resources Department: The District Director, ILembe Health District Office, Private Bag x10620, Stanger 4450
FOR ATTENTION: Human Resource Section
NOTE: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Recently certified copies of highest educational qualification and not copies of certified copies. Certified I.D Copy, Updated Curriculum Vitae, Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE 05/2014. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 27 July 2018
POST 28/125: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KEARS 02/2018 (X1 POST)
Component: Kearsney Clinic
SALARY: Grade 1: R362 559 per annum Plus 8% rural allowance
Grade 2: R445 917 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions]
CENTRE: ILembe Health District Office
REQUIREMENTS: Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National 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); a minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National 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. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership,
organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES**: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients’ reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES**: Mrs R Bhagwandin (PHC Supervisor) Tel No: 032 – 437 3600

**APPLICATIONS**: Please forward applications for the attention of: Human Resources Department: The District Director, ILembe Health District Office, Private Bag x10620, Stanger 4450

**FOR ATTENTION**: Human Resource Section

**NOTE**: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Recently certified copies of highest educational qualification and not copies of certified copies. Certified I.D Copy, Updated Curriculum Vitae, Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE 05/2014. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**: 27 July 2018

**POST 28/126**: PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 27/2018 (14 POSTS): PAEDIATRICS (X7 POSTS), (X3 POSTS) ADM AND (X4 POSTS) ICU FOR NEONATAL NURSERY

**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 plus Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Speciality Nurse (Paediatrics, ICU and Neonatal) one year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Gr 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nurse plus 1 year Post basic qualification in neonatal nursing. 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. Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.

DUTIES:
Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDs evaluation of staff and implement EAP, assist in orientation, 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 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. Persons with disabilities and
African males are encouraged to apply; however, other race groups are also not restricted from applying

**CLOSING DATE**: 27 July 2018
The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS
Please forward your application, quoting the relevant reference number and the name of this publication to: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8301. Applications can also be hand delivered to the Department of Northern Cape Provincial Treasury Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley, 8301

FOR ATTENTION: Ms. D Barnett
CLOSING DATE: 27 July 2018
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver’s license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a satisfactory 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 a security clearance process. Women and persons with disabilities are encouraged to apply.

OTHER POSTS

POST 28/127: DEPUTY DIRECTOR: BANKING SERVICES REF NO: NCPT/2018/11
SALARY: R697 011 per annum (Level 11)
CENTRE: Kimberley Office
verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

**DUTIES**

: Manage the Provincial Revenue Fund operating systems: Manage and co-authorise the appointment/deletion/amendment of users on Electronic/On-Line Banking System User Profiles (electronic banking system manager). Manage the appointment/deletion/amendment of users on BAS (BAS system controller). Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems. Authorise funds transfer from the Provincial Revenue Fund. Administer policy directives and guidelines relating to the Provincial Revenue Fund: Analyse, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies. Draft memoranda/circulars regarding Banking Services. Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Manage Provincial Banking Services: Manage the overall accounting and operations of Provincial Exchequer Account. Compile Annual Financial Statements for the Provincial Revenue Fund. Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. Render a secretariat service for the banking service. Manage Financial and Human Resources of the Sub-Directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.

**ENQUIRIES**

: Mr. GW Molelekwa Tel No: (053) 830 8476

**POST 28/128**

: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2018/12**

**SALARY**

: R697 011 per annum (Level 11)

**CENTRE**

: Kimberley Office

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

: Ms. ML Mooki Tel No: 053 830 8315
<table>
<thead>
<tr>
<th>POST 28/129</th>
<th>PROJECT MANAGER: PROVINCIAL AND MUNICIPAL DEBT MANAGEMENT REF NO: NCPT/2018/25 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(12 Months Contract)</td>
</tr>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (Level 11)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Kimberley Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor’s Degree (NQF/7) in Economics or National Diploma (NQF/6) in Public Finance, Mathematics, Statistics or Finance. A post graduate qualification will be an added advantage. 3-5 years relevant experience in debt collection and management. A valid Driver’s license. Must be computer literate (Microsoft Word, Excel and Power Point). Have knowledge of prescripts and regulations of debt management, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and any other relevant legislation. Knowledge of BAS and PERSAL systems. Being able to work under pressure, be creative, innovative and have the ability to communicate at all levels.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Debt Administration, Management and Collection: Assist the municipalities and departments in collecting all forms and types of debts due to them. Facilitate and oversee an efficient and effective debt collection process from municipalities and debtors. Improve cash and creditors management in departments and municipalities. Monitor that all debt collections processes are implemented. Facilitating monthly Municipal Debt Technical Committee meetings, per district. Facilitating Quarterly Municipal Debt Steering Committee meetings, involving all municipalities and relevant departments. Arrange one on one meetings with municipalities in the development of payment agreements for municipality debtors and creditors; as well as monitor the implementation of payment agreements with the debtors and creditors. Obtaining and maintaining acknowledge of debts. Develop innovative measures for departments to implement debt collection and optimize revenue collection. Monitor municipalities and departments' financial performance and implement early warnings systems of identifying municipalities and departments that might be in financial crisis. Responsible for the overall training, direction coordination and provision of guidance to the staff helping to collect debt. Providing necessary training to all officials involved in the process of debt management and collection. Review existing policies and procedures relating to debt management and administration and provide recommendations on effectiveness and implementation of policies for the concerned departments and municipalities. In Municipalities and departments where there are currently no debt management policies and procedures, assist to develop and implement such debt management policies and procedures. Develop strategies to assist with the recovering of debt money. Provide progress reports in relation to targets outlined in the debt collection strategy. Come up with a reform strategy for Northern Cape municipalities on how to address debt in a sustainable manner. Furthermore, submission of monthly reports on debt challenges, achievements, and remedial actions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms B. Mgaguli Tel No: (053) 830 8345/2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 28/130</th>
<th>ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING (MUNICIPAL REVENUE) REF NO: NCPT/2018/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Kimberley Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree/Diploma (NQF: 6/7) in Accounting, Statistics, Economics. Diploma in Local Government Finance/Management. 2-3 years relevant experience in a local government environment. A valid Driver’s license. Knowledge and understanding of municipal budgets and processes, municipal revenue value chain processes, revenue collection and cash management in local government, clearing of suspense accounts, reconciliations, and deeper understanding of municipal bank accounts</td>
</tr>
</tbody>
</table>
reconciliation processes. Knowledge of revenue related policies, financial ratio analysis, statistics/economics/accounting. Strong research base analysis and analytical ability, understanding of financial norms and standards such as Municipal Finance Management Act (MFMA), National Treasury circulars, Local Government Legislations e.g. Municipal Systems Act, Municipal Property Rates Act (MPRA) etc. Knowledge of reporting procedures, gathering of information and conducting basic research. Good planning and organising skills, interpersonal relations, ability to perform routine tasks, policy development and analysis. Excellent planning, organising and people management skills. Strategic capability and leadership skills. Ability to multi task, proven knowledge of budget and revenue policy of local government, division of revenue of local government and fiscal policy. Knowledge of local government budget processes, manage under rapidly and changing as well as pressurised circumstances.

**DUTIES**

- To provide for the effective and efficient development of revenue streams, and cash flow management: Improving the sustainability of municipal revenue budgets and exploring the use of available revenue resources.
- Conduct research into the National transfer system with a specific focus on the funding formula that underpins the local government. Report on municipalities revenue performance including identifying and researching possible new sources of own revenue. Development of an assessment framework with which to assess municipal service charges in terms of sustainability, transparency and credibility: Develop, monitor and evaluate cash flow and investment management practices and policies aimed at improving cash flow management and liquidity in municipalities to ensure the sustainability and credibility thereof. Develop framework to assist in cost reflective tariffs and debt recovery. Support the implementation of Revenue Management by municipalities: Provide assistance in evaluating and reporting on the implementation of revenue enhancement strategies at municipalities. Provide assistance with the provision of support to municipalities to interpret revenue related budget reforms and assist with the evaluation and assessments to ensure the municipalities realistically and accurately budget for all revenue sources accordingly. Clearing of suspense accounts, reconciliations of municipal bank accounts, and reconciliation processes. Provide assistance in evaluating revenue reports by municipalities and report on activities. Provide advice and technical guidance on revenue related by-laws, policies, and tariff setting relating to revenue management cycles: Keep abreast of new revenue related reforms (visit NT website on a regular basis) and assist in rolling out such reforms. Responsible for oversight of municipalities, Knowledge of local government prescripts, Provide assistance and support with the provision of technical support for the preparation of municipal revenue planning processes, Provide assistance and support in evaluating the assessment reports of municipalities on their policies to meet minimum legislative requirements in order to maximize municipal revenue, Provide assistance and support with the assessment on tariff setting and draft guidelines, Provide support and assist with assessments and advice on the Revenue Value Chain activities which include (Data Management, Meter Readings and installation management, Indigent Management, Billing and Distribution, Receipt Management, Credit Control, Customer Care, Legal and Institutional advice, and town planning and valuation related activities).

**ENQUIRIES**

Ms B. Mgaguli Tel No: (053) 830 8345/2

**POST 28/131**

ASSISTANT DIRECTOR: BANKING SERVICES REF NO: NCPT/2018/13

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Kimberley Office

**REQUIREMENTS**

Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 2-3 years’ supervisory experience within a government accounting

**DUTIES**: Co-ordinate overall accounting operation of the Provincial Revenue Fund: Monitor daily bank account interface, daily limit management, Check, Verify and sign monthly reconciliation statements, Co-approve and authorize funding to departments, Co-approve and authorize payments to third parties. Maintain Provincial Revenue Fund operating system: Perform BAS system controller functions, Perform Online Banking system manager functions. Ensure compliance with policy directives regarding banking services: Liaise with the bank regarding services rendered, Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. Management and supervision of unit staff members: Training and development of officials, Performance Management, Work allocation and Asset Management.

**ENQUIRIES**: Mr. GW Molelekwa Tel No: (053) 830 8476
ANNEXURE O

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMY AND ENTERPRISE DEVELOPMENT

The North West Department of Economy and Enterprise is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS : All applications should be forwarded to: The Director: Human Resources Management and Development, Department of Economy and Enterprise Development, Private Bag X15, Mmabatho 2735, or hand delivered to NWDC Building, Cnr University Drive and Provident Streets, Mmabatho, 2735. All applications should reach the Department by 16h30 on the closing date. Applications received after the closing date will not be accepted.

FOR ATTENTION : Mr Kealeboga Digoamaje
CLOSING DATE : 27 July 2018
NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The successful candidates will be subjected to personnel suitability check. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointment of position(s). NB. For all re-advertised posts, those who had previously applied are advised to re-apply as there may be changes to the inherent post requirements.

OTHER POSTS

POST 28/132 : DEPUTY DIRECTOR – BAS SYSTEM CONTROLLER REF NO: 13/DEED/2018/NW

SALARY : R697 011 – R821 052 per annum (Level 11)
CENTRE : Mahikeng
REQUIREMENTS : Degree in Accounting or Management Accounting or Financial Information System. At least 3 years’ experience at a junior management level (Assistant Director Level) in the financial system control environment. A valid driver’s licence. Competencies: Extensive experience in BAS, in depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and Financial Statements reporting framework; in depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge in the BAS control functionalities. Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines.

DUTIES : Ensure efficient, effective and transparent utilization of BAS in the department, Maintain system security and departmental Code Structure on BAS, Ensure collection or recovery of departmental debtors, Ensure and control month/year end closure processes. Clearing and reconciliation of suspense accounts, preparation of interim and Annual Financial Statements.

ENQUIRIES : Ms C. Molosiwa Tel No: 018-387 7850
<table>
<thead>
<tr>
<th>POST 28/133</th>
<th>DEPUTY DIRECTOR – ECONOMIC POLICY, STRATEGY AND PLANNING REF NO: 14/DEED/2018/NW</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 – R821 052 per annum (Level 11)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mahikeng</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree in Economics. A post-graduate/honours qualification in the related field will be an added advantage. Five (5) years’ relevant experience in economic policy analysis or related field at junior management level, with 3 years at Assistant Director Level. A valid drivers’ license. Competencies: Applied economic analysis, policy and strategy development techniques. Research and report writing skills. Presentation skills. Project management skills. The ability to interpret economic trends and assess policy implications. Creative thinking. The ability to take initiative and work very well in a team. The ability work and deliver outputs timely and under pressure.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To facilitate the formulation of Provincial economic growth and development strategies and plans. To facilitate the development of key economic sectors studies. Research of key economic sectors and industries to identify economic opportunities. Ensure dissemination of developed economic plans and sector studies. Engage various stakeholders on economic development issues across all three spheres of Government and in private sector. Project Management.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms M. Tumane, Tel No: 018-387 7779</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 28/134</th>
<th>DEPUTY DIRECTOR – INVESTIGATIONS AND ENFORCEMENT REF NO: 15/DEED/2018/NW</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 – R821 052 per annum (Level 11)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mahikeng</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor Laws (LLB Degree). Three years’ managerial and leadership experience at Assistant Director Level. Experience in consumer protection will be an added advantage. A valid driver’s licence. Competencies: Excellent track record in a consumer protection field. Sound knowledge and in-depth understanding of consumer protection legislation. Broad knowledge of PFMA and Treasury Rules and Regulations. Financial Management. Programme and project management. Client orientation and customer focus. Knowledge of regulatory environment. Excellent mediation, analytical and negotiation skills. A lateral thinker and ability to exercise credible and unquestionable judgement in decision making. Managerial and leadership skills. Ability to work under pressure and willingness to work long hours.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage Investigation and Enforcement and Unit. Oversee the investigation of consumer complaints lodged with the office. Organize business compliance inspections. Ensure implementation of Consumer Court Orders. Oversee the development of systems necessary for the smooth investigation of consumer complaints. Coordinate and harmonize functions performed by other Regulators, National and Provincial Governments. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy issues. Partake in inter-Provincial forums.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr S. Letsogo, Tel No: 018-387 7872</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 28/135</th>
<th>ASSISTANT DIRECTOR – INVESTIGATIONS REF NO: 16/DEED/2018/NW</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 – R430 389 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mahikeng</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor of Law (BJuris Degree). Three years’ experience in a regulatory environment. Experience in consumer protection will be an added advantage. A valid driver’s licence. Competencies: Good track record in a consumer protection field. Sound knowledge and in-depth understanding of consumer protection legislation. Investigative skills.</td>
</tr>
</tbody>
</table>
Client orientation and customer focus. Knowledge of regulatory environment. Excellent mediation, analytical and negotiation skills. A lateral thinker and ability to exercise credible and unquestionable judgement in decisions making. Managerial and leadership skills. Ability to work under pressure and willingness to work long hours.

**DUTIES**: Manage Investigation Unit. Oversee the investigation of consumer complaints lodged with the office. Organize business compliance inspections. Oversee the development of systems necessary for the smooth investigation of consumer complaints. Give legal advice on consumer related issues and interpret contacts and other legal documents. Liaise with other stakeholders on consumer advocacy issues. Partake in inter-Provincial forums.

**ENQUIRIES**: Mr S. Letsogo, Tel No: 018-387 7872

**POST 28/136**: ASSISTANT DIRECTOR – DEMAND AND ACQUISITION REF NO: 17/DEED/2018/NW
Re-Advertised. Those who had previously applied are advised to reapply.

**SALARY**: R356 289 – R430 389 per annum (Level 09)

**CENTRE**: Mahikeng

**REQUIREMENTS**: Degree or National Diploma in Accounting or Economics. 3 years’ experience in the supply chain environment at a junior management level. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and experience of Preferential Procurement Policy Framework Act (PPPPFA) and Broad Based Black Economic Empowerment (BBBEE). Knowledge of Walker and BAS, Proquote and CSD (Centralised Supplier Database) will be an added advantage. A valid driver’s licence. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem solving skills. Presentation skills, Customer care skills. Computer literacy. Analytical skills. Financial Management skills. Project management skills. People management skills. Client orientation and customer focus skills. Ability to work under pressure.

**DUTIES**: To conduct needs analysis and industry analysis (benchmarking) for the Department to ensure value for money. Ensure that requirements are linked to the approved budget and the strategic objectives and included in the Demand Management Plan. To compile a Demand Management Plan and Annual Procurement Plan based on the strategic needs. Maintain the approved Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, with regard to demand requirements. Compile tender specifications, special conditions and or evaluation criteria with end-users. Provide adequate administration of acquisition management. Ensure the evaluation of bids in line with PPPFA. Provide monthly reports on procurement to Provincial and National Treasury.

**ENQUIRIES**: Mr E. Tembo Tel No: 018-387 7804

**POST 28/137**: ASSISTANT DIRECTOR – LOCAL ECONOMIC DEVELOPMENT REF NO: 18/DEED/2018/NW
Re-Advertised. Those who had previously applied are advised to reapply.

**SALARY**: R356 289 – R430 389 per annum (Level 09)

**CENTRE**: Mahikeng

**REQUIREMENTS**: Degree in Business Management. International obtained qualifications must have been verified by SAQA. Three (03) years of work experience in a planning and development field. Extensive knowledge on identification of regional and local economic development opportunities and implementation of strategies thereof. A valid driver’s licence. Competencies: In-depth knowledge of Government legislations, policies and programme of actions. Knowledge of development planning at regional and local level. Project Management application and practice.
Provide support on implementation of local economic development projects at municipalities. Participate in stakeholder’s engagement sessions to identify economic development opportunities. Facilitate capacity building interventions and information dissemination to municipalities. Support to VTSD Chamber of Commerce.

Ms M. Thlale, Tel No: 018-387 7922

Degree or National Diploma in Public Management. International obtained qualifications must have been verified by SAQA. At least one (1) year of practical work experience in a business support environment. A valid driver’s license is a requirement as the post requires extensive travelling. Competencies: Knowledge of SMMEs and cooperatives development and support legislation and policies. Computer literacy, good written and verbal communication skills. Interpersonal skills. Ability to function independently and work as part of a team.

Facilitate filing/lodgement of annual returns for businesses. Facilitate amendment of business registration certificates. Assist businesses with compliance to relevant prescripts. Develop and maintain data base of registered businesses. Compile business registration reports.

Mr Z. Dipudi, Tel No: 018-387 7793

Degree in Social Sciences or Information Management or Development Studies. Relevant Monitoring and Evaluation Experience will be an added advantage. A valid driver’s license is also required coupled with a willingness to travel long distances. Competencies: Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge of the Government planning and reporting processes as well as various Public Service Legal Prescripts. Strong communication (verbal and written) skills.

Consolidate quarterly performance reports for the Department. Verify the portfolio of evidence of quarterly performance reports from programme managers. Assist in analysing quarterly performance reports and prepare presentations thereof. Assist in the compilation of Departmental annual report. Provide secretarial support to the Department’s performance review sessions.

Mr Y. Asuamah, Tel No: 018-387 7782

Senior Certificate. A valid driver’s licence. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing Records Management. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Ability to work independently and as part of a team.
Good planning and organisational skills. Good verbal and written communication skills. Good planning and organisational skills.

**DUTIES**
Provide registry counter services. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal. Perform administrative duties within the Unit.

**ENQUIRIES**
Mr L. Boyce, Tel No: 018-387 7758

**POST 28/141**
**CLEANER REF NO: 22/DEED/2018/NW (X2 POSTS)**

**SALARY**
R96 549 – R113 730 (Level 02)

**CENTRE**
Mahikeng

**REQUIREMENTS**
An ABET Level 4 or Grade 9 Certificate. Competencies: Ability to differentiate and use cleaning chemicals. Ability to operate and handle cleaning equipment. Ability to keep the office environment hygienic. Fair knowledge of Batho-Pele Principles. Flexibility.

**DUTIES**
Provision of cleaning services. Keep and maintain cleaning materials and equipment.

**ENQUIRIES**
Ms K. Moloto, Tel No: 018-387 7717

**OFFICE OF THE PREMIER**

**APPLICATIONS**
Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

**CLOSING DATE**
27 July 2018

**NOTE**
The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

**OTHER POSTS**

**POST 28/142**
**DEPUTY DIRECTOR: SOCIAL COHESION REF NO: NWooP /19/18/01**
Purpose: To coordinate mobilization of communities and structures towards Reconciliation, Healing and Renewal

**SALARY**
R697 011 per annum all inclusive package (Level 11)

**CENTRE**
Mahikeng

**REQUIREMENTS**
Bachelor’s degree in Public Administration/Public Management and/ or equivalent (NQF level and Credits). 6 - 7 years appropriate experience of which 3 years should be at a supervisory level. Computer literacy. Sound organisational, interpersonal, high level of reliability, written communication, research, policy development, organisational
development and analytical skills. Ability to work under pressure and independently with limited supervision, willingness to work extended hours. A valid driver’s license.

**DUTIES**

Manage and coordinate the implementation of reconciliation healing and renewal programmes in the province. Monitoring, evaluation and intervention of the reconciliation healing and renewal strategy for the Province. Promotion of ethical consciousness and values in all sectors and cultures of society. Mobilisation of community structures towards moral, reconciliation, healing and renewal. Facilitate interventions to combat racism, xenophobia and related intolerances in the province.

**ENQUIRIES**

Mr. T. Ramashilabele, Tel No: (018) 388 3716

**POST 28/143**

DEPUTY DIRECTOR- ORGANIZATIONAL DEVELOPMENT REF NO: NWOoP/19/18/04

**SALARY**

R697 011 per annum (Level 11)

**CENTRE**

Mahikeng

**REQUIREMENTS**

Bachelor’s degree in Management Services/Production/Operations Management and/ or equivalent (NQF level and Credits). 6-7 years experience (of which 3 should be at assistant director level) in organizational development with emphasis on job evaluation, organizational structures, human resource planning establishment administration and service delivery improvement plans. Knowledge and application of relevant prescriptions and legislation in the public service. Good communication, interpersonal relations and presentation skills, ability to conduct research, analytical and report writing skills. Ability to work under pressure, function independently and work as part of the team.

**DUTIES**

Facilitate the development and the implementation of human resource plan. Management and maintenance of the establishment. Development and maintenance of delegations of authority. Facilitate the development and maintenance of organizational structure. Conduct work study investigations. Facilitate process management and improvement. Oversee and facilitate the development of job descriptions and ensure accurate database. Manage and conduct the job evaluation processes. Facilitate the development of service delivery improvement programmes and interventions. Facilitate and manage the employee satisfaction surveys. Facilitate and manage change management initiatives and Batho-Pele programmes. Management of employees within the Sub Directorate.

**ENQUIRIES**

Mr. M.M Badimo, Tel No: (018) 388 3085

**POST 28/144**

ASSISTANT DIRECTOR: MEDIA MONITORING AND RAPID RESPONSE REF NO: NWOoP/19/18/02

**Job Purpose:** To provide media monitoring, evaluation and analysis services

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Mahikeng

**REQUIREMENTS**

Bachelor’s degree in Communication/Journalism and/ or equivalent (NQF level and Credits). 3-5 years experience in the media monitoring environment of which 2 years should be at supervisory level. Knowledge and understanding of Government Communication policies, procedures and programmes. Excellent time management skills. Ability to conduct media research, analyze data and prepare statistical presentations.

**DUTIES**

Monitoring and assessment of daily media coverage on provincial news. Analyse issues in the national and local media regarding the province. Identify and facilitate measures to ensure the centrality of government’s voice in media. Coordinate and compile provincial media statistical and evaluation reports. Coordinate the daily rapid response team activities. Manage and archive media analysis data for future reference.

**ENQUIRIES**

Ms B. Mohlakoana, Tel No: (018) 388 3705
POST 28/145: ASSISTANT DIRECTOR: STRATEGY AND PLANNING
REF NO: NWOoP/19/18/03
Job Purpose: To coordinate and monitor integrated planning in the province

SALARY: R356 289 per annum (Level 09)
CENTRE: Mahikeng
REQUIREMENTS:
Bachelor’s degree in Public Administration/Public Management and/ or equivalent (NQF level and Credits). A qualification in strategic planning will be an added advantage. 3 -5 years appropriate experience of which 2 years should be at Senior Practitioner Level. The ideal candidate should have proven capability and presentation skills, good communication skills, demonstrates sound knowledge of all facets of work-related legislations, is a team member, demonstrates high level of commitment and technical competence, as well as, management of diversity in a dynamic transformation and reforming environment. A valid driver’s license.

DUTIES:
Provide support to departments in the development of Strategic and Annual Performance Plans. Provide support to departments on Management Performance Assessment Tool (MPAT) in the province. Provide support to municipalities in the planning related functions. Assess and evaluate strategic and annual Performance plans of provincial departments for alignment against Treasury Guidelines, National and Provincial Priorities. Provide support to municipalities on the implementation and alignment of the spatial development Frameworks to the Provincial Spatial Development Framework (PSDF).

ENQUIRIES: Mr. M.E. Magakwe, Tel No: (018) 388 2272
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 28/146

HEAD CLINICAL UNIT GRADE 1 (CARDIO THORACIC SURGERY)

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

Groote Schuur Hospital, Observatory

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Experience in all modern aspects of cardiothoracic surgery and in particular in the developing fields of minimally invasive valve surgery and transcatheter heart valve replacement and repair. Post specialist qualification experience in heart and lung transplantation and mechanical cardiac and pulmonary support. Demonstrable initiatives of establishing new surgical techniques (having sought expert training in new and developing fields). Proven leadership in establishing national norms in the field. Ability to source funding for research and for new projects. Capability as a leader by example in the clinical environment and able to manage people and resources. Competence in training junior surgeons and mentoring their academic careers. Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity.

DUTIES

The person appointed to this position will assume responsibility as “Head of Unit” for Managing all Clinical Services of the Division of Cardiothoracic Surgery in collaboration with the Head of Division. Providing leadership by actively participating in the clinical services of the Division. Performing or assisting and training more junior staff with all cardiothoracic surgery procedures. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment). Liaising with hospital administration and allied clinical departments (Cardiology, Anaesthesia, Critical Care, Respiratory Medicine, Oncology and Paediatrics) to provide appropriate management of patients to ensure optimal patient outcomes. Conduct and supervise clinical and laboratory research in conjunction with the Head of Division. Assist hospital management with the financial management of the Division.

ENQUIRIES

Prof. P Zilla, Tel No: (021) 406-6181; Email address: peter.zilla@uct.ac.za

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

27 July 2018
POST 28/147 : MEDICAL SPECIALIST (SUB-SPECIALTY: CHILD AND ADOLESCENT PSYCHIATRY)

Contract Post (1 January 2019 until 28 February 2021)

SALARY : Grade 1: R1 220 154 per annum
Grade 2: R1 395 105 per annum
Grade 3: R1 525 458 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 : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Child and Adolescent Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-specialty) in Child Adolescent Psychiatry. 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 a foreign qualified employee) as Medical Specialist (Sub-specialty) in Child Adolescent Psychiatry. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialty) in Child Adolescent Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willing to travel to other health facilities. Willingness to perform afterhours call duties. Competencies (knowledge/skills): Appropriate level of knowledge of and skills in the field of Child and Adolescent Psychiatry. Good management and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function well in a multidisciplinary team environment. Appropriate experience in hospital-based Child and Adolescent Psychiatry.

DUTIES : Provide specified clinical services Child and Adolescent Psychiatry Unit of Tygerberg Hospital as well as elsewhere within the provincial service platform in consultation with the head of unit. Provide administrative support to the Head of the Unit and to the Head of the Department of Psychiatry where appropriate. Teach undergraduate and postgraduate students in the field of Child and Adolescent Psychiatry. Perform appropriate clinical and operational research.

ENQUIRIES : Dr SM Hawkridge, Tel No: (021) 938-9116 or smh@sun.ac.za

APPLICATIONS : To the Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

NOTE : No payment of any kind will be required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)” Candidates (Specialists and Specialists (sub-specialty)) who are deemed as “registrable” may also apply. The appointment of successful applicants will only be effected once proof of applicant for registration or the proof of registration is provided.

CLOSING DATE : 27 July 2018
POST 28/148 : MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)
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) (It will be expected of the successful candidates to
participate in a system of remunerated commuted overtime).

CENTRE : George Hospital

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 the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA
as Medical Specialist in Psychiatry. 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 employees) as Medical Specialist in Psychiatry. 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 employees) as
Medical Specialist in Psychiatry. Inherent requirements of the job:
Available and willing to participate in after-hours duties. Valid (Code
B/EB) driver's licence and willingness to travel. Competencies
(knowledge and skills): Ability to (read, write and speak) in at least two
of the three official languages of the Western Cape. Knowledge of a
public health approach to delivering integrated psychiatric services and
ability to work in integrated multi-disciplinary teams across platforms.
Clinical, leadership, administrative, teaching and mentoring skills and
creativity to develop new ideas, which can result in positive changes to
existing processes. Computer literacy in MS Office mandatory.

DUTIES : Deliver psychiatric care to patients (all age groups) at George Hospital
and on outreach in the Eden/ Central Karoo districts (district hospitals and
primary health clinics). Participate in Critical Reviews and Quality
Improvement of Clinical Processes. Clinical supervision of junior & allied
mental health practitioners; training and teaching of generalist staff and
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 with
the relevant council and proof of payment of the prescribed registration
fees to the relevant council are submitted with their job application / on
appointment. Please note that the afore-said concession is only
applicable on health professionals who apply for the first time for
registration in a specific category with the relevant council (this includes
individuals who must apply for change in registration status).’

CLOSING DATE : 27 July 2018

POST 28/149 : PHARMACIST GRADE 1 TO 3 (PRODUCTION) (CHRONIC
DISPENSING UNIT)
Directorate: Pharmacy Services

SALARY : Grade 1: R655 980 per annum
          Grade 2: R713 904 per annum
          Grade 3: R780 612 per annum
(A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**
- Head Office, Cape Town

**REQUIREMENTS**
- Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience:
  - **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council 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 5 years’ relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 year’s relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years’ relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years’ relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills):
  - Knowledge of good pharmaceutical Practice and Best Warehouse Practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Monitoring of adherence to all Standard Operating Procedures (SOP’s) and guidelines in keeping with legislative requirements with respect to the service provider. Ensure sound Drug Supply Management (DSM) practices by monitoring and control of DSM principles with respect to the service provider. Incumbent must demonstrate a high level of computer literacy. Excellent analytical; research; report writing and presentation skills. Recent warehousing experience would be an advantage.

**DUTIES**
- Assist the CDU manager with implementation and control of the CDU services. Facilitate CDU training. Assist the CDU Manager with the operational implementation and management of SLA. Manage the implementation of provincial policies. Manage data and provide reports. Drug Supply Management (DSM) practices.

**ENQUIRIES**
- Ms Z Erasmus, Tel No: (021) 950-1281

**APPLICATIONS**
- Applications are submitted online via www.westerncape.gov.za/health-jobs.

**NOTE**
- No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE**
- 27 July 2018

**POST 28/150**
- **OPERATIONAL MANAGER NURSING (SPECIALTY: LABOUR WARD)**
  - Chief Directorate: Metro Health Services

**SALARY**
- R532 449 (PN-B3) per annum

**CENTRE**
- Khayelitsha District Hospital

108
**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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: Willingness to work after-hours, relief night-duty and overtime. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related Acts. Knowledge of Legislation and Policies. Leadership, sound interpersonal and motivational skills. Computer literacy (i.e. MS Word, Excel, Outlook and PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skill in conducting research/surveys and compiling comprehensive reports. Analytical thinking, independent decision-making and problem-solving skills.

**DUTIES**

Provide specialised nursing care within set standard and a professional/legal framework. Develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures. Provide effective training and research. Support and implement quality assurance programmes, initiatives, monitor standards of practices, adhere to National and Provincial Policies and Core Standards. Effective resource management i.e. (human, financial and material). Ensure compliance to professional, legal and ethical standards governing nursing practice. Liaise, advise and effectively communicate with the relevant internal and external stake holders for continuity of client care.

**ENQUIRIES**

Ms G Mashaba, Tel No: (021) 360-4200

**APPLICATIONS**

The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION**

Mr A Ernstzen

**NOTE**

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

**CLOSING DATE**

27 July 2018

**POST 28/151**

OPERATIONAL MANAGER NURSING (SPECIALTY AREA: PAEDIATRIC AND NEONATOLOGY HIGH CARE UNIT)

Chief Directorate: Rural Health Services

**SALARY**

R532 449 (PN-B3) per annum

**CENTRE**

Worcester Regional Hospital

**REQUIREMENTS**

Minimum educational qualifications: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of R212 in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science or Medical and Surgical Nursing Critical Care Nursing: Child Nursing. 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: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse 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 requirements of the job: Perform official standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Management skills: leadership,
supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as paediatrics and neonatology and clinical governance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

**DUTIES**: Responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in both Paediatric and Neonatology units. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

**ENQUIRIES**: Ms RM du Plessis, Tel No: (023) 348-1104

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

**FOR ATTENTION**: Ms L Koopman

**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

**CLOSING DATE**: 27 July 2018

**POST 28/152**: OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)
Chief Directorate: Metro Health Services

**SALARY**: R532 449 (PN-B3) per annum

**CENTRE**: Khayelitsha District Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1-year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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: Willingness to work after hours, relief night duty and overtime. Competencies (knowledge/skills): Sound knowledge and understanding of Nursing and Health Service related Acts. Knowledge of Legislation and Policies. Leadership, sound interpersonal and motivational skills. Computer Literacy (i.e. MS Word, Excel, Outlook and PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skills in conducting research/surveys and compile comprehensive reports. Ability to facilitate and promote training. Analytical thinking, independent decision-making and problem-solving skills.

**DUTIES**: Provide specialised nursing care within set standard and a professional/legal framework. Develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures. Provide effective training and research. Support and implement quality assurance programmes and initiatives and monitor standards of practices and adhere to National and Provincial Policies and Core Standards. Effective resource management (i.e. human, financial and material). Ensure compliance to professional, legal and ethical standards governing
nursing practice. Liaise, advise and effectively communicate with the relevant internal and external stake-holders for continuity of client care.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 28/153
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 28/154
SALARY
CENTRE

Ms G Mashaba, Tel No: (021) 360-4200
The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.
Mr A Ernstzen
27 July 2018
OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS & GYNAECOLOGY)
Chief Directorate: Rural Health Services
R532 449 (PN-B3) per annum
Worcester Regional Hospital
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology. 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 speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform official standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as obstetrics and midwifery and clinical governance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.
Responsible for the coordination and delivery of quality nursing care within the Obstetrics & Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.
Ms RM du Plessis, Tel No: (023) 348-1104
To the Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
Ms L Koopman
27 July 2018
PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALITY NURSING: 1 MENTOR-OBSTETRICS AND GYNAECOLOGY; 1 MENTOR-OPERATING THEATRES) (X2 POSTS)
Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
Tygerberg Hospital, Parow Valley

Shortlisted candidates could be subjected to a competency test on the day of the interview.
REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma 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 one year accredited with the SANC in Advance Midwifery and Neonatology for post no 1, and Operating theatre technique for post no 2. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: Grade 1: A minimum of 4 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the speciality area. Knowledge of relevant legislation and policy related to the Speciality area. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES: Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Speciality area. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES: Ms F Marthinus, Tel No: (021) 938-4055
APPLICATIONS: To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE: 27 July 2018

POST 28/155: ADMINISTRATIVE OFFICER: SUPPORT SERVICES
Cape Winelands Health District

REQUIREMENTS: Minimum educational qualification: Grade 12/ Senior Certificate plus competencies. Experience: Appropriate experience in Hospital Support Services environment. Inherent requirement of the job: Valid (Code B / EB) driver’s licence. Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Knowledge of the stock control, basic labour relations, HRM and SCM Acts, policies and procedures related to Support Services. Computer literacy in MS Packages (Word, Excel and
PowerPoint and Outlook). Language proficiency in at least two of the three official languages of the Western Cape.

**DUTIES**
Coordinate the operations of the Support Service sections including GG transport, residence management, infrastructure, gardening services, waste management, linen and laundry, mortuary, registry, porter services and safety and security. Contract management of cleaning services, security, linen, pest control, mortuary, medical and other waste and grounds. Ensure continuous training and development of Support Services personnel. Effective supervision and optimal utilisation of physical and human resources. Ensure health and safety measures are adhered to at all times. Control stock and ensure accurate record keeping and reporting.

**ENQUIRIES**
Ms L Jendrissek, Tel No: (023) 348-1397

**APPLICATIONS**

**FOR ATTENTION**
Ms JB Salie

**NOTE**
No payment of any kind is required when applying for this post. A practical test will form part of the selection process.

**CLOSING DATE**
03 August 2018

**POST 28/156**

**INDUSTRIAL TECHNICIAN PRODUCTION**
Directorate: Engineering and Technical Services

**SALARY**
R242 475 per annum

**CENTRE**
Bellville Mobile Workshop

**REQUIREMENTS**
Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on mechanical systems as well as fire detection and access control systems. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (MS Word and Excel). Knowledge and experience in design of engineering infrastructure in the Health care environment. An additional electrical or electronic qualification would be an advantage.

**DUTIES**
Compile specifications and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritising work and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act. Note: No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process.

**ENQUIRIES**
Mr C Badenhorst/Mr H Grebe, Tel No: (021) 918-1890

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs

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

**CLOSING DATE**
27 July 2018

**POST 28/157**

**OCCUPATIONAL THERAPY TECHNICIAN GRADE 1**
Eden District

**SALARY**
Grade 1: R198 273 per annum
Grade 2: R233 553 per annum

**CENTRE**
Nelsoopt Hospital
REQUIREMENTS:
Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) that allows for the registration as Occupational Therapy Technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Competencies (knowledge/skills): Sound communication, reading and writing skills in at least two of the three official languages of the Western Cape. Good interpersonal, organisational and planning skills. Good report writing and leadership skills. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational therapy. Knowledge and understanding of evidence-based practice. Sound knowledge of various physical and mental health conditions. Supervisory experience. Computer literacy.

DUTIES:

ENQUIRIES:
Ms R Jonker, Tel No: (023) 414-8200

APPLICATIONS:
The District Manager: Eden District Office, Private Bag x6592, George, 6530.

FOR ATTENTION:
Ms S Pienaar

NOTE:
No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE:
27 July 2018