PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2018
DATE ISSUED: 27 JULY 2018

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS:

GOVERNMENT PENSIONS ADMINISTRATION AGENCY: Kindly note that the post of General Manager: Enterprise Wide Risk with Ref No: GMEWR/2018/07-1P advertised on vacancy circular 29 dated 20 July 2018, has been withdrawn.

GAUTENG: DEPARTMENT OF ECONOMIC DEVELOPMENT: Kindly note that the post of Deputy Director: Green Economy, advertised on the Vacancy Circular 29 dated 20 July 2018, was advertised with incorrect salary scale, the correct salary scale is R697 011 – R821 052 per annum all-inclusive package (Level 11).
We apologise for any inconvenience caused. DEPARTMENT OF BASIC EDUCATION: kindly note that the post of Director: Health Promotion; Chief Directorate: Care and Support in Schools; Branch: Care and Support Services advertised on the Vacancy Circular 22 dated 01 June 2018; the closing date has been extended to 03 August 2018. DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION: Kindly note that the Internship Programme for 2018/2019, advertised on the Public Service Vacancy Circular 28 dated 13 July 2018, the stipend of R64 245 30 per annum is incorrect. The correct stipend is R64 245 per annum. Applicants who already applied need not to re-apply. We apologise for any inconvenience caused.
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## PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS: Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE: 10 August 2018 at 16:00

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

OTHER POSTS

POST 30/01: ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 51/2018
Directorate: Internal Audit
Sub-Directorate: Forensic Investigations

SALARY: R356 289 per annum
CENTRE: Pretoria

REQUIREMENTS: A National Diploma / Degree in Forensic Investigations / Law / Business Science, Auditing and Accounting (including Internal Auditing) / or Criminology. 3 – 5 years’ experience in the forensic investigation field. Certified Fraud Examiner (CFE) is an added advantage. Must have a valid driver’s license. Must be prepared to travel. Expected to work overtime. Must be prepared to disclose their financial interests. Must have worked in a team which involved supervisory responsibilities. Must possess analytical and investigation skills. Strong report writing skills. Good communication skills.

DUTIES: To manage the receiving and registering of allegations, pre-examining allegations, planning, executing forensic investigations, and reporting on assigned forensic investigations on behalf of the Department of Arts and Culture. Receive and record / update the Fraud Allegation Register. Pre-Examine allegations received and Develop investigation plans for approval. Implement forensic investigation operations / projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft Reports on forensic investigations completed with clear findings, conclusions and recommendations. Assist with the management of appointed...

ENQUIRIES : Ms N Ngcama Tel No: 012 441-3646

POST 30/02 : ARCHIVIST: BOOK AND PAPER CONSERVATOR REF NO: 52/2018
Chief Directorate: National Archives of South Africa

SALARY : R242 475 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/degree in archival studies or information science. At least 3-5 years relevant experience. Knowledge and experience in general preservation practices. Good communication skills. Computer literacy.

DUTIES : The successful candidate will be responsible for executing the following: Conservation of paper – based archival records. Conservation of bound archival records and books. Develop protective enclosures for archival records. Participate in institution - wide preservation programs. Provide technical expertise required in displaying all bound materials. Participate in all efforts to improve preservation management practices at the National Archives.

ENQUIRIES : Ms N Ngcama Tel No: 012 441-3646
DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta19@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900

CLOSING DATE : 17 August 2018

NOTE : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 30/03 : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: 24405/01

SALARY : R356 289 per annum

CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor’s degree or National diploma in Human Resource Management or equivalent qualification. A minimum of 3 to 5 years experience in the Performance Management and Development System. Generic Competencies: Job knowledge, technical skills, acceptance of responsibility, quality of work, reliability, initiative, communication, interpersonal relations, flexibility, team work, planning and execution, delegation and empowerment, management of financial resources and human resource management. Technical Competencies: the Public Service Act, Public Service Regulations, Labour Relations Act, Performance Management and Development Frameworks, research and policy development and implementation.

DUTIES : The incumbent will perform the following duties: Consolidate the agreements and assessments. Coordinate the convening of the Departmental moderating committee. Implement the performance outcomes. Develop compliance reports.

ENQUIRIES : Mr S. Mashego, Tel No: (012) 334 0907.
ANNEXURE C

DEPARTMENT OF DEFENCE

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria 0001 or applications may be hand-delivered to: Department of Defence, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

CLOSING DATE: 10 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 POST

POST 30/04: FINANCE CLERK SUPERVISOR REF NO: CFO 18/9/1
Finance Management Division
Chief Directorate: Financial Services
Directorate: Finance Support Services, Contract Administration Section

SALARY: R242 475 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements: Grade 12 certificate with a minimum of 6 years relevant experience. Three (3) Years National Diploma in Finance, Human Resources, Public Administration or Law would be an added advantage. Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations and Prescription Act. Analytical thinking ability and problem solving skills. A minimum of five (3) years’ experience in contract administration in State Funded Education, Training and Development (ETD). Communication skills (verbal and written). Ability to compile reports, letters, submissions and minutes. Able to draft and have presentation skills. Ability to work and draft documents in MS Package (Excel, Word and Access). Must be able to work in a team and function independently. Must have good interpersonal relations. Receptive to work
related suggestions/ideas and decisive/persevering in respect of task finalisation. Valid driver’s licence would serve as a strong recommendation and would be required to obtain military driving licence within a year. Must be able to obtain security clearance (confidential) within a year.

DUTIES: Perform general office tasks: Receiving and registering of contracts for state-funded studies, formal and other service contracts. Analyse the study contracts for compliance with legislative framework. Evaluate and process reimbursement applications from Services and Divisions. Capture and update contracts on the system. Verify and submit contracts for endorsement. Compile and submit monthly reports to management. Maintain the filing and archive system. Supervise junior officials. Provide training of subordinates and new appointees under your direct supervision. Monitor and ensure compliance to prevailing regulatory framework. Assist in the coordination and execution of administrative tasks. Attend meetings as and when required. Handle queries and enquiries from Services and Divisions. Liaise with other stakeholders and role-players.

ENQUIRIES: Mr. L.S. Khotle Tel No: (012) 392 2557

NOTE: Please use reference number not post number.
**APPLICATIONS**

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

**FOR ATTENTION**

Mr. D Mbhokota/ Mr. T Kekana and Mr. P Ndlovu

**CLOSING DATE**

10 August 2018

**NOTE**

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

**OTHER POST**

**POST 30/05**

**PETROLEUM LICENSING OFFICER**

**SALARY**

R299 709 per annum Level 08

**CENTRE**

Northern Cape Region: Kimberley

**REQUIREMENTS**

A National Diploma/Degree in Commercial, Economics or Energy Studies with minimum of 1 year administration experience. PLUS the following key competencies: Knowledge of and interest in the South African Energy and Petroleum Industries, Petroleum Products Act, 1977 (Act 120 of 1977), as Amended and Regulations thereto, Working knowledge of regulatory and administrative systems, Experience in data manipulation and analysis as well as report writing, Working knowledge of petroleum and liquid fuels charter and a strategic understanding of the implementation potential and /or constraints thereof, Thinking Demand: Evaluation and verification of license applications. Skills: Prior experience in the technical project management, Procurement and supplier development is crucial, Analytical skills: Convey PPA knowledge to clients and directing clients on what supporting evidence is required, Organizing, Planning and Interpersonal skills, Good Communication skills: Written and Verbal, Ability to communicate clearly with Stakeholders in the Public and Private Sectors. Personal Attributes: Analytical, Innovative Thinker and Problem-Solving Ability.

**DUTIES**

Receive and keep record of Petroleum Products Applications, prescriptions of PPA and related Regulations, Capture and update licensing applications and data on the licensing information system and keep record thereof in the Regional Registry, Collect Petroleum Licensing Revenue, Liaise with relevant stakeholders. Issue petroleum licenses (site, retail, wholesale and manufacturing). Collect, verify and capture Annual Licensing information and print receipts.

**ENQUIRIES**

Ms S Mohapi Tel No: (053) 836 4001
ANNEXURE E

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Ms Lerato Ngobeni

CLOSING DATE: 13 August 2018

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 30/06: DIRECTOR: APPEALS AND LEGAL REVIEW (REF NO: LACE01/2018)

SALARY: Remuneration package of R948 174 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: LLB degree plus a minimum of eight years post qualification experience in the legal field. Minimum of five years’ experience at middle or senior managerial level. Good knowledge of Environmental Law, Administrative Law, legal review processes, internal appeals and condonation, as well the Promotion of Access to Information Act is required. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels as the post functions to advise the Minister. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Have a good support system to be able to work after hours, public holidays and over weekends when required. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.

DUTIES: Manages a Directorate that provides administrative and legal support in the receipt and processing of appeals and condonation applications, conducts research, collates and analyses information, advises and drafts appeal decisions for the Minister's consideration, compiles records of decision and provides assistance during the review of appeal decisions. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation are adhered to.

ENQUIRIES: Linda Garlipp, Tel No: (012) 399 9348

NOTE: Candidates will be either required to write a test or to do a presentation.
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 10 August 2018

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

MANAGEMENT ECHELON

POST 30/07: DIRECTOR: INFORMATION TECHNOLOGY REF NO: 3/1/5/1-18/22

Chief Directorate: Information Management and Technology
(This is a re-advertisement and candidates who applied previously do not need to re-apply)

SALARY: All-inclusive salary package of R948 174 per annum of which 30% may be structured according to the individual’s needs (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year Degree in Computer Science or Information Technology (IT) or equivalent qualification (NQF level 7). Five (5) years’ experience at a middle/senior managerial level in an IT environment and at least 10 years relevant experience in IT service management environment. Extensive technical experience in an IT environment that has included an IT service desk, networks, datacenter and web infrastructure. Extensive knowledge of the Microsoft, Open Source and Apple MAC technologies and systems. A good working knowledge and understanding of an IT Service Management environment. A good understanding and knowledge of datacenters, Wide and Local Area Networks (WAN’s and LAN’s) and the Internet and Web infrastructure. Experience and exposure to IT Service Management, COBIT and the ITIL frameworks, a certification will be desirable. Knowledge of IT Security and Architecture and IT management experience. People management skills, client and service delivery orientation and focus. IT financial and procurement management experience. Good interpersonal skills, ability to work well in a team and independently. Logical
and analytical thinking, as well as problem solving and innovative. Communications, documentation and project management skills. A valid driver’s licence.

**DUTIES**: Manage and direct the staff and operations of the IT directorate that includes electronic office and audio visual support, enterprise servers and network administration and support nationally, as well as the web servers and infrastructure support. Contribute towards the development and implementation of the Information Management and Technology (IM&T) Strategy and IT Operational Plans. Continuously develop, coach, mentor and lead the IT staff. Ensure timely reporting on the activities of the directorate and the service levels and utilisation of the IT services and infrastructure. Manage service levels and the delivery of the State IT Agency and IT Service Providers. Evaluate, investigate and apply new technologies to enhance Information Technology and Information Management within the GCIS. Serve on project teams and related forums.

**ENQUIRIES**: Mr T Vandayar Tel No: 012 473 0304
ANNEXURE G

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

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

CLOSING DATE: 10 August 2018 at 12h00

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

POST 30/08: GMS IT SYSTEMS SPECIALIST: JOBS FUND PMU ADMINISTRATOR (GTAC) – REF NO: G015/2018
Term: 3 Year Fixed Term Contract

SALARY: R697 011 – R821 052 per annum (All-inclusive package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 plus Degree (or equivalent) (NQF Level 7) in ICT/Computer Science/Business Systems Ideal: Postgraduate degree in an Information Technology. At least 3-5 years’ experience in Systems Development and Administration; Good working knowledge of information governance and its application within ICT, advanced excel and MS access skills, knowledge of GIS understanding of the grant funding reforms initiatives in government, knowledge and experience in funding options for unemployment initiatives and programmes, experience in resource management, projects scheduling and grant allocation, understanding of the grant funding reforms initiatives in government. Please submit the latest salary advice as part of the application submission.

DUTIES: Provide assistance in the development, implementation and review of an GMS strategy for the Jobs Fund, monitor and evaluate the business contingency plan in respect of GMS services, research and Development of effective technology to enhance LF working processes, reduce development and testing timeframes, support and monitor changes to the grant management system, develop and review standard operating procedures for the GMS unit, generate statistical data for analyses in the dissemination of information to stakeholders, develop datasets and compile information templates as required by stakeholders, monitor support and development request logs and align with the requirements of stakeholders, monitor the system compliance and align with the requirements of stakeholders, perform data integrity checks on the GMS through the entire project life cycle and facilitate users’ access to the electronic system, develop a GMS governance Manual to provide oversight of the jobs fund’s system and related procedures, continuously review GMS compliance on all LF projects and report deviations or challenges as and when identified, generate statistical data for analyses in the dissemination of information to stakeholders, develop datasets and compile information templates as required by stakeholders, monitor support and development request logs and align with the requirements of stakeholders, monitor the system compliance and align with the requirements of stakeholders, perform
data integrity checks on the GMS through the entire project life cycle and facilitate users’ access to the electronic system, develop a GMS governance manual to provide oversight of the Jobs Fund’s system and related procedures, continuously review GMS compliance on all JF projects and report deviations or challenges as and when identified, assist with the development and review of policies, procedures and guidelines pertaining to GMS, draft specifications for proposed functionalities on GMS and the implementation thereof, creation of test plans and test results to support the deployment process of enhancements to the production environment, develop system tutorials, presentations and other learning material to support capacity building and training on the GMS, facilitate training to internal staff and Jobs Fund partners, constantly monitor and evaluate oversight on system and related procedures, report any discrepancies to the GMS manager when discovered and recommend immediate remedial action, maintain a log of oversights and issues, support and implementation of issue logging process (with online users, internal staff and service provider), consult and collaborate with institutions in the enhancement and implementation of an electronic infrastructure, support the introduction of more effective working processes through investments in technology, support the new funding round process in line with set standards (SOP), monitor GMS system uptime, maintain all standard templates for communication, execute communication strategy to all applicable stakeholders via the GMS, support the system in conjunction with the Jobs Fund stakeholders to ensure the alignment and integrity of data on GMS, proactively maintain activities to sustain stakeholders’ level of engagement, maintain an age analysis matrix on client issues/concerns and keep a client log on issues raised and resolved.

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

POST 30/09
: TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP): REF NO: G014/2018
Term: 3 Year Fixed Term Contract

SALARY
: R242 475 – R285 630 per annum plus 37% in lieu of benefits (Level 07)

CENTRE
: Pretoria

REQUIREMENTS
: National Senior Certificate (Grade 12) certificate, studying towards obtaining a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration, or in a relevant field. A minimum of 2 years relevant administrative and/or secretarial experience, experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook, strong computer literacy and administration skills, experience in English business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills will be an added advantage.

DUTIES
: Maintain the director or senior manager(s) diary and manage appointments, manage physical and electronic document tracking system, do all typing/word processing, faxing & photocopying for the director or senior manager(s), assist director or senior manager(s) with compiling presentations, arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings, manage travel arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips), answer and screen telephone calls – refer to relevant team member, finalise submission documentation and effect necessary changes when requested to do so, manage filing system for director or senior manager(s), ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up), assist director or senior manager(s) with the preparation, proof-reading and quality control of documents emanating from the office, assist director or senior manager(s) with the co-ordination and admin tasks of relevant projects, work with and /or as part of the technical project teams when needed to provide administrative and secretarial support, arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable, handle confidential document with utmost discretion, download documents from the internet upon request, prepare budget requirements and travelling for managers and ensure that they are included in the budget of the
business unit, confirm availability of funds to operate within budget limit, perform procurement administrative functions including procurement of stationery, coordinate telephone accounts and submit to the relevant parties on a monthly basis; and keep accurate records and reconcile stationery on a monthly basis.

**ENQUIRIES**

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

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

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

FOR ATTENTION: Ms N Sombinge

CLOSING DATE: 13 August 2018; Time: 12:00 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, service certificates, including ID and driver’s licence. 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 post. 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. Note: While all qualifying candidates are encouraged to apply, please note that preference will be given to male and females from Indian and White communities.

OTHER POST

POST 30/10: PERSONAL ASSISTANT 1: ENVIRONMENTAL HEALTH (REF NO: NDOH 49/2018)

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

SALARY: R196 407 per annum

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate or equivalent NQF 4 certificate plus a Secretarial Diploma/Certificate or relevant qualification. At least one (1) year experience in rendering secretarial or administrative support to senior management. Knowledge of departmental procedures with regard to finance and budgeting. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), planning, organising, telephone etiquette and computer skills (MS Office packages).

DUTIES: Provides secretarial/receptionist support services to the Director. Rendering administrative support services. Ensure the effective flow of information and documents to and from the office of the Director. Provides support to the Director regarding meetings. Obtain inputs and compile records. Records minutes/decisions and communicates to relevant role-players and follow-up on progress made. Supports the managers with the administration of the Director’s budget. Collects and coordinates all the documents that relate to the Director’s budget. Maintain filing system. Ensure the safekeeping of all documents in the office of the Director in line with relevant legislation and policies.

ENQUIRIES: Mr M Ramathuba Tel No: (012) 395 – 8518
APPLICATIONS: Judicial Inspectorate for Correctional Services, **Western Cape Region**: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

Central Management Region: P.O. Box 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300.

Kwa-Zulu Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.

Eastern Cape Management Region: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at 101 York Street, Old Nedbank Building, 1st Floor, Room 100, George, 6530.

Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.

CLOSING DATE: 17 August 2018

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet [www.gov.za/documents](http://www.gov.za/documents). The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Judicial Inspectorate for Correctional Services 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 six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Judicial Inspectorate for Correctional Service reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to section 92 of the Correctional Services Act 111 of 1998. Preference will be given to individuals living near the centre. Young people (between 25 and 35 years old) who meet the criteria and are currently unemployed are encouraged to apply. Orientation training will be provided to successful candidates. A letter of a community organisation nominating the candidate for the position must be attached to the application. The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment.

OTHER POST

**POST 30/11**: INDEPENDENT CORRECTIONAL CENTRE VISITORS: (X74 POSTS)

Twelve months (12) renewable fixed contract

**SALARY**: Level 05 on part time notch (R84 028 95 (3/8th)), R140 052 36 (5/8th) or R168 062 01 (6/8th) per annum inclusive of 37% in lieu of benefits basis depending on the size of the correctional centre.

**CENTRE**: **Western Cape Management Region**: Allandale/Hawequa Staart Van Paardeberg 6/8 (Ref No: JI 07//2018); Beaufort West 3/8(Ref No: JI 08//2018); Brandvlei Max 6/8 (Ref No: JI 09/2018); Drakenstein Juvenile/Stellenbosch 6/8 (Ref No: JI 10/2018); George/Knysna 6/8 (Ref No: JI 11/2018); Goodwood 6/8 (Ref No: JI...
REQUIREMENTS: Grade 12 and computer literacy knowledge. Driver’s licence. A recommendation of nomination as an ICCV by a community organisation. Attributes: Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Own transport will be an added advantage.

DUTIES: The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregation, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

ENQUIRIES: Mr. L De Souza/Mrs. S Wesson. Tel No: (021) 421 1012 (Western Cape Management Region)
Mr M Prusent/ Ms. LY Sibisi Tel No: (051) 430 1954 (Central Management Region)
Mr S Sibanyoni /Mrs S Naidoo Tel No: (031) 366 1900 (Kwa-Zulu Natal Region)
Mr J Gericke/ Mr W Kula Tel No: (044) 874 0263 (Eastern Cape Management Region)
Mr M Mentoor, Mrs L Mabaso Tel No: (012) 663 7521 (Northern Management Region)
DEPARTMENT OF LABOUR

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

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. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 that the posts of Senior Practitioner: Research and Policy Development with Ref No: HR 4/4/3/1RPD/UIF, duties are incorrect and the posts of Interns Beneficiary Services: Free State Provincial Office- with Ref No: HR 4/1/3FSBS/UIF, Centres are as follows: Phuthaditjaba Labour Centre (X2 Posts), Sasolburg Labour Centre: Parys Satellite Office (X2 Posts) and Welkom Labour Centre: Virginia Satellite Office (X1 Post) please visit the following website www.labour.gov.za for correct information. The posts were advertised on Public Service Vacancy Circular 27 dated 06 July 2018. Enquiries: Ms. TN Khumalo, Tel No: (012) 337 1972 (Unemployment Insurance Fund).

OTHER POSTS

POST 30/12 : DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/18/08/17HO
Directorate: Risk Management

SALARY : R697 011 per annum (All inclusive)
CENTRE : Head Office

**DUTIES**: Develop Risk management strategies, policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage fraud investigations in the Department. Implement Business Continuity Strategies. Implement Compliance Framework. Manage the resources within the Risk Management Unit.

**ENQUIRIES**: Mr. T Zwane, Tel No: (012) 309 4473

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

**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office

**CLOSING DATE**: 17 August 2018 at 16:00

**POST 30/13**: ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFSA/UIF

**SALARY**: R356 289 per annum

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Manage the development of any new system requirements. Maintenance of data. Manage exception transactions. Manage a logging system for all service requests, errors and change requests. Co-ordinate the use of the systems by all users. Co-ordinate the integration between the financial systems with the operational system. Co-ordinate all maintenance calls, request for service and user support. Provide high-level user support with regard to use of financial systems, running of reports, running data queries through data bases and financial reports. Manage resources (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES**: Ms. M Schmidt, Tel No: (012) 337 1716

**APPLICATIONS**: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

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

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

**POST 30/14**: ASSISTANT DIRECTOR: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/2ASDPWD/UIF (X2 POSTS)

**SALARY**: R356 289 per annum

**CENTRE**: Unemployment Insurance Fund: Pretoria

DUTIES: Coordinate the writing and editing of content for UIF publications. Facilitate and ensure website information is up-to-date. Coordinate the publications of external and internal features. Facilitate the rendering of graphic design, video and photographic services. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES: Mr. GM Buthelezi, Tel No: (012) 337 1692/1430
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoya and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF
CLOSING DATE: 13 August 2018 at 16:00

POST 30/15: OFFICE ADMINISTRATOR: REF NO: HR 4/4/3/1OA/UIF
Re-advertisement

SALARY: R242 475 per annum
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES: Provide Secretarial Services/ receptionist to the unit. Assist in Monitoring and maintenance of budget including the supply chain for the unit. Facilitate and coordinate all logistical requirements of the unit. Provide Management Information and records management services in the unit. Track and monitor projects and tasks within the unit.

ENQUIRIES: Ms SF Zungu Tel No: (012) 337 1666
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF
CLOSING DATE: 13 August 2018 at 16:00

POST 30/16: CALL CENTRE AGENTS: REF NO: HR 4/4/3/1CCA/UIF (X27 POSTS)

SALARY: R196 407 per annum
CENTRE: Unemployment Insurance Fund: Pretoria


ENQUIRIES: Ms. JN Twala Tel No: (012) 337 1855 / 1498 /1189
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF
CLOSING DATE: 13 August 2018 at 16:00

POST 30/17: AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: HR4/4/3/3ARCC/UIF (X1 POST)

SALARY: Members will be remunerated according to rates (market related) approved by the Department
CENTRE: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: Applicants are invited for an experienced candidate with CA (SA), (CIMA) or any other relevant professional financial qualification, for appointment as the
Chairperson of the Audit and Risk Committee of the Unemployment Insurance Fund (UIF). An applicant must be registered with a professional body of his/her expertise. Knowledge and experience in Investments and Financial Markets will be added as an advantage. Applicants must further have expertise in Insurance, COSO model, COBIT Framework, King IV, Public Sector Risk Management Framework, and extensive leadership and experience in serving on the Risk/Audit Committees. Candidates should have experience in GRAP Financial statements, governance, risk management and controls for more than ten (10) years. Applicant may not be in employment with the Department of Labour, UIF, or other entities of the department of Labour. The applicant should be independent, objective and knowledgeable on the status of their positions as a chairperson of the Audit and Risk Committee.

**DUTIES**
Chairperson of the Audit and Risk Committee shall also serve as a member of the Department of Labour Audit Committee. The Chairperson should provide leadership in the audit committee meetings, prepare Audit and Risk Committee reports and interrogate management reports. The chairperson shall also be responsible to prepare a UIF quarterly audit and risk committee report and present it to the Department of Labour audit committee and or Director General and will also be expected to attend and present his report on quarterly basis to UIF Advisory Board. It will be the responsibility of the Chairperson to ensure that all the responsibilities or the roles of the audit and risk committee are discharged according to the Audit and Risk Committee Charter and any relevant act, standards and regulations.

**ENQUIRIES**
Mr V Mulindi, Tel No: (012) 337 1121, Email: UifAuditCommittee@labour.gov.za

**APPLICATIONS**
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

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

**CLOSING DATE**
13 August 2018 at 16:00
ANNEXURE K

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman.

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 13 August 2018

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

ERRATUM: kindly note that the following posts that were advertised on circular 29 dated 20 July 2018, were advertised with a wrong salary levels; Deputy Director: Mineral Environmental Management X2, Mpumalanga Ref No: (DMR/18/0010) and Western Cape Ref No: (DMR/18/0011); Deputy Director: Mineral Laws Administration Ref No: (DMR/18/0012), salary Levels 11 (R697 011); the correct salary is Level 12 (R826 053). Assistant Director: Social and Labour Plan, Free State (DMR/18/0014), salary level 09 (R356 289); the correct salary is Level 10 (R444 693). Administration Officer: Social and Labour Plan (DMR/18/0021), salary level 07 (R242 475); the correct salary is Level 08 (R299 709). The closing date for these posts is 03 August 2018.

MANAGEMENT ECHELON

POST 30/18

SALARY: R984 174 per annum Level 13

CENTRE: Limpopo Region, Polokwane

REQUIREMENTS: An appropriate (NQF level 7), Mining Engineering, LLB, Environmental Science, B. Com, B Soc Science coupled with relevant experience of which 5 years must have been at a Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: In-depth knowledge of the Mineral and Petroleum Resource Development Act 2002 (Act 28 of 2002) as amended Mining Charter, PFMA, NEMA, Mining Titles Registration Act and B-BBEEE Act, Public Service Act, other previous and current statuses relevant to mining minerals and environment, Law of Contracts and Interpretation of Statutes, Administrative law in the mining industry in South Africa, policies and law relative to governing the Public Service; Skills: Supervision, management and leadership, motivational, presentation and conflict resolution skills; Communication: (verbal and written); Creativity: Innovative thinker, Logical Objective, Accurate Diplomatic.

DUTIES: Effective implementation and administration of the Minerals and Petroleum Resources Act (MPRDA) Implementation and management of effective and procedures and management of all administrative, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plans and Mining and Prospecting work programmes/plans and
monitoring & evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management, and conflict resolution & community capacity building. Ensuring the meaningful economic participation of Historically Disadvantaged South Africans and communities in the mining economy and management their value in the economy. Provide support and give advise to the Deputy Director-General: Mineral Regulation and the Minister.

ENQUIRIES
Ms M Kobe 012 444 3962
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.

OTHER POSTS

POST 30/19
DEPUTY DIRECTOR: MARKETING AND EVENTS MANAGEMENT REF NO: DMR/18/0025

SALARY: R697 011 per annum Level 11
CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate National Diploma /Degree in Marketing and Events Management coupled with relevant experience PLUS the following key competencies: Knowledge: Events Management practice, Government protocol practices, Government procurement processes, financial processes, advertising and branding knowledge and understanding of DMR policies, functions and projects. Policy development strategic planning and project management; Skills: verbal and written) Management and organisational skills, computer skills, creativity and innovation interpersonal skills, analytical skills, organising and co-ordination, facilitation and implementation, well developed interpersonal relationship at all levels. Problem solving and analysis, strategic capability, policy development and implementation; Communication: information evaluation, decision making and creative thinking; Creativity: Logical, creative and innovative thinker, objective, accurate and diplomatic; Other Administer the budget and disbursement of funds for events, campaigns, exhibition, provide advise and guidance on the interpretation and application of the department’s communication strategy and policies pertaining to marketing.

DUTIES: Plan external and bigger departmental events, co-ordinate external and bigger departmental events. Coordinate protocol arrangement at events, calculate cost of external and bigger departmental events. Advise and liaise with clients on event management. Implement advertising, marketing and branding strategies, ensure compliance with branding of events and publications, distribute advertising and marketing material and maintain departmental notice boards.

ENQUIRIES: Ms A Shezi 012 444 3279
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 30/20
ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: DMR/18/0026

SALARY: R299 709 per annum Level 08
CENTRE: Limpopo Region, Polokwane

DUTIES: Register received and acknowledge receipt on new applications for social and labour plans. Conduct Preliminary and final assessments of social and labour plans on small to medium scale operations Co-ordinate workshops and meetings between the department and the clients Provide administrative support for the sub-directorate. Compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise.
with clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.

ENQUIRIES: Ms C Kobe 012 444 3962
NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 30/21: ADMINISTRATION CLERK: LEGAL SERVICES REF NO: DMR/18/0027

SALARY: R163 563 per annum Level 05
CENTRE: Head Office, Pretoria
REQUIREMENTS: A Senior Certificate with relevant experience PLUS the following key competencies: Knowledge: Knowledge of relevant legislation /policies /prescripts and procedures in public services; Skills: Excellent verbal and written communication, Creative thinker, Problem solving; Communication: Computer literacy (MS WORD, Excel, Outlook and Powerpoint, Innovative and analytical, Ability to work under pressure. A degree in Public Administration will be an added advantage.

DUTIES: Filling and indexing of all documents. Liaise with Registration office. Process documents (letters, memoranda, faxes, photocopies). Basic typing of documents such as letters, reports. Keep records of all incoming and outgoing mail within the Directorate. Administer all payments in respect of appeals and access to information. Carry-out administrative tasks to support the Directorate (administer leave, responsible for ordering of stationery, workplans, maintenance of photocopy machine, do filing, typing, compile directorate monthly reports. Update and maintain database for appeals and litigation. Any other administrative duties given by the direct supervisor.

ENQUIRIES: Ms A Ratlou 012 444 3285
NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.
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.

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.

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.

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.

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.

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.

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.

CLOSING DATE: 10 August 2018

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

OTHER POSTS

(Contract Valid Until 31 March 2019)

SALARY: R242 475 - R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
**CENTRE** : National Office (Midrand)

**REQUIREMENTS** : An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6; 1- 3 years’ relevant experience; Experience in Service Delivery Improvement environment; Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service; Knowledge on policy development; Knowledge of the Public Service Operations Management Framework; Knowledge on policy development; Knowledge of Batho Pele Principles; Financial Management skills; Strategic leadership capability; Project management skills; People and resource management skills; Research and development expertise; Strategic change and risk management; Presentation and facilitation skills; Ability to network; Influence and impact; Applied strategic thinking; Stakeholder management; Planning and Organising skills; Customer care skills.

**DUTIES** : Support in the implementation of norms and standards in rendering Service Delivery programmes; Support Strategy and Service Delivery Unit with the roll-out of a customer service improvement tool; Support the Strategy and Service Delivery Unit with the coordination of Batho Pele information sessions for all Superior Courts; Assist the Strategy and Service Delivery Unit with the monitoring and evaluation of the Service Delivery Improvement Plan, Service Standards, Service delivery Charter and Customer Service Improvement Plan implementation.

**ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500

**POST 30/23** : CONTRACT ADMINISTRATIVE OFFICER (CONTENT WRITER) REF NO: 2018/251/OCJ (Contract Valid Until 31 March 2019)

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

**CENTRE** : National Office (Midrand)

**REQUIREMENTS** : National Diploma/Degree in Journalism/communication; Proficiency in at least two official languages; A valid driver’s licence; Skills and Competencies : Good Communication (written and verbal) skills; Experience in writing of varied platforms preferred; Creative yet conceptual approach to content producing; Innovative outlook on generating ideas or content creation; Project management; Ability to work under pressure; Proficient in MS Office programs, (word, excel and power point); Excellent interpersonal and communications skills; Ability to work on multiple projects; Attention to details, strong research skills, fluent in English written and spoken.

**DUTIES** : Finding news worthy content that resonates with audience; Quick turn-around on sourcing; Researching and writing engaging content for variety of topics; Brainstorming and writing of informative content and original feature articles; Plan, research, write, review, and edit copy for publishing; Keep up to date of trends to develop fresh new ideas by benchmarking; Ability to deliver content on time and meet deadlines; Able to work in a team and independently.

**ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500

**POST 30/24** : CONTRACT ACCOUNTING CLERK: (X4 POSTS) (Contract Valid Until 31 March 2019)

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

**CENTRE** : National Office: Midrand (Financial Accounting) Ref No: 2018/252/OCJ (X3 Posts) Grahamstown High Court Ref No: 2018/253/OCJ (X1 Post)

**REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Accuracy, Planning and organisation; Language; Good verbal and written communication. Basic numeracy skills, Ability to perform routine tasks; Accountability and ethical conduct.
DUTIES: Render Financial Accounting transactions (Receive invoices and record on invoice register; check and capture transactions on BAS, compile payment batches and verify for correctness approval (internal control), Filing of all documents, Monitor compliance with 30 days payment; Perform Salary Administration support services (Receive claims, salary advices); Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions and allowances etc.). File all documents; Perform Bookkeeping support services (capture all financial transactions, assist to clear suspense accounts, Record debtors and creditors, follow up on outstanding debtors, Process electronic banking transactions, Compile journals); Render budget support services.

ENQUIRIES: Ms L Mothemane Tel No: (010) 493 2500 (National Office (Midrand))
Mr S Mponzo Tel No: (043) 726 5217 (Grahamstown High Court)

POST 30/25: CONTRACT ASSET CLERK REF NO: 2018/254/OCJ
(Contract Valid Until 31 March 2019)

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

CENTRE: Provincial Centre Western Cape

REQUIREMENTS: Grade 12 , The following will be an added advantage; experience in Asset Management; Demonstrate a sound understanding of the PFMA; Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript; Knowledge of the Public Sector procurement process, rules and regulation; Skills and Competencies: Accuracy and attention to detail; Computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organizational skills; Good Interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated

DUTIES: Physical verification of all movable assets + Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; Update verification result onto the JYP system (description, custodian, location, condition and serial number) Identify, asset not recorded on the register facilitate uploading thereof; Identify, report and investigate unverified assets and advice Court Manager on corrective action to be taken; liaise with Head Office to ensure that all verification result have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.

ENQUIRIES: Ms M Baker Tel No: (021) 469 4000

POST 30/26: CONTRACT DATA CAPTURER (X3 POSTS)
(Contract Valid Until 31 March 2019)

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

CENTRE: Labour Court Johannesburg Ref No: 2018/255/OCJ (X2 Posts)
Port Elizabeth High Court Ref No: 2018/267/OCJ (X1 Post)

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.

ENQUIRIES: Ms L Mothemane Tel No: (010) 493 2500 (Labour Court Johannesburg)
POST 30/27 : CONTRACT ADMINISTRATION CLERK: CRT REF NO 2018/257/OCJ (X3 POSTS)  
(Contract Valid Until 31 March 2019) 

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

CENTRE : Labour Court Johannesburg (X3 Posts)

REQUIREMENTS : Grade 12, Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication service orientated; assertiveness and decisiveness, attention to detail; initiative; ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations;

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.

ENQUIRIES : Ms L Mothemane Tel No: (010) 493 2500

POST 30/28 : CONTRACT REGISTRAR’S CLERK (X5 POSTS)  
(Contract Valid Until 31 March 2019) 

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

CENTRE : Gauteng Division Pretoria Ref No: 2018/258/OCJ  
Eastern Cape Mthatha Ref No: 2018/259/OCJ  
Supreme Court of Appeal: Bloemfontein Ref No: 2018/262/OCJ

REQUIREMENTS : Grade 12; 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.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335-0404 (Gauteng Division Pretoria)  
Mr S Mponzo Tel No: (043) 7265217 (Eastern Cape Mthatha)  
Ms M Luthuli Tel No: (051) 406 8191 (Supreme Court of Appeal: Bloemfontein)

POST 30/29 : REGISTRAR’S CLERK (CASE FLOW) REF NO: 2018/263/OCJ  
(Contract Valid Until 31 March 2019) 

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

CENTRE : Northern Cape High Court
**REQUIREMENTS**

Grade 12 or equivalent qualification; 0 - 2 administrative experience. Skills and Competencies: Computer literacy; excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

**DUTIES**

Filing of civil processes; Render counter services; Act as liaison between judges and legal practitioners; Attend and oversee to general public queries; Attend to telephone/ electronic official enquiries/ correspondence; Rendering of efficient and effective support services to the Court; Render support services to case flow management; Manual Data collection, capturing, monitoring and control; Provide administrative support in the Registrar’s office (general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or Supervisor; Assist in the filing and safekeeping of the recorded cases; Uploading and updating case information on registrar’s tool.

**ENQUIRIES**

Ms S Ruthven Tel No: (053) 807 2733

**POST 30/30**

**CONTRACT ADMINISTRATION CLERK (GRAPHIC DESIGNER):**

**COMMUNICATIONS REF NO: 2018/264/OCJ**

(Contract Valid Until 31 March 2019)

**SALARY**

R152 862 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Midrand

**REQUIREMENTS**

Grade 12; the following will serve as an added advantage:-design/layout experience, knowledge of graphic design software e.g. Adobe creative suite (illustrator, Photoshop and InDesign (MAC and/or PC), Web, animation and 3-D skills, experience with designing in the print industry advantages. Proficiency in at least two official language; a design portfolio should be submitted with the application of no less than 10 specimens of design work, a valid driver's licence. Skills and competencies: strong design skills; good communication (written and verbal) skills; project management; advanced computer skills; exceptional knowledge of design software; exceptional knowledge of MS Office programs (Word, Excel and Power point), good interpersonal skills; creative thinking; ability to work in multiple projects; attention to detail and the ability to work under pressure.

**DUTIES**

Design corporate publications as well as products for events, exhibitions, and outreach activities: generate design concepts; Monitor current design trends and new technologies in the design field: attend design conferences; keep up-to-date with latest design trends by reading design publications; Facilitate quality control on all design projects: implement design projects in line with predetermined quality standards; Assemble images and graphics to create pieces of design: Facilitate access to stock images and OCJ images; Facilitate the production process for all material requiring production: Facilitate correspondence between the OCJ and service providers responsible for the production of OCJ material.

**ENQUIRIES**

Ms L Mothemane Tel No: (010) 493 2500

**POST 30/31**

**CONTRACT TYPIST REF NO: 2018/265/OCJ**

(Contract Valid Until 31 March 2019)

**SALARY**

R136 800 - R161 148 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Gauteng Local Division Johannesburg

**REQUIREMENTS**

Grade 12, relevant experience; Knowledge of Public Service Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

**DUTIES**

Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.

**ENQUIRIES**

Ms T Mbaneleka Tel No: (011) 335-0404
ANNEXURE M

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

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

FOR ATTENTION : Ms J Mchunu

CLOSING DATE : 10 August 2018 @ 12:00 pm

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

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR THE FINANCIAL YEAR 2018/2019

The Department of Planning, Monitoring and Evaluation is offering opportunities to unemployed South African graduates and students from higher education institutions who have completed their degrees or diplomas or would like on-the-job, practical training to complete their qualifications. Applicants should indicate the field of study that they have completed and the correct reference number and note that the duration of the internship and in-service training for students from Universities and the Universities of Technology will be 12 months while that of students from the TVET colleges will be 18 months.

NOTE : Applicants must be South African citizens, aged between 20 - 35 years, should not have a criminal record and should not have served/placed in the Public Service before as interns or the in-service training learners. National Certificate learners should, on appointment, submit logbooks from their colleges.
### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 30/32</th>
<th>HUMAN RESOURCES MANAGEMENT REF NO: DPME/2018/01 (X2 POSTS)</th>
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<tbody>
<tr>
<td>STIPEND</td>
<td>R5 728 53 per month (For Graduates)</td>
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<td>R4 770 58 per month (For Students)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Certificate in Human Resources Management</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<tr>
<th>POST 30/33</th>
<th>FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: DPME/2018/02 (X2 POSTS)</th>
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<tr>
<td>REQUIREMENTS</td>
<td>National Certificate in Finance/ Supply Chain Management</td>
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<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<th>POST 30/34</th>
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<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma or a Degree in Computer Science, or Information Technology</td>
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<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Certificate in Internal Audit Technician</td>
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<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<th>POST 30/36</th>
<th>YOUTH DESK REF NO: DPME/2018/05 (X2 POSTS)</th>
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<td>R4 770 58 per month (For Students)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A degree or diploma in development studies, youth development or social science</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<tr>
<th>POST 30/37</th>
<th>DATA INTEGRATION AND ANALYSIS REF NO: DPME/2018/06 (X1 POST)</th>
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<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Degree or Honours in Social Science with research, Statistics, Data analysis. National Certificate in Office Management</td>
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<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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POST 30/38 : OUTCOMES MONITORING AND SUPPORT REF NO: DPME/2018/07 (X8 POSTS)
Duration: 12 or 18 months

STIPEND : R5 728 53 per month (For Graduates)
R4 770 58 per month (For Students)

CENTRE : Pretoria

REQUIREMENTS : Degree or Diploma in Agriculture/Education/Human Resources Development
/Social Science/International Relations/Environmental Science/Public Administration/Political Science, and National Certificate in Public Management/Office Administration.

ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457

POST 30/39 : LOCAL GOVERNMENT AND HUMAN SETTLEMENT REF NO: DPME/2018/08 (X1 POST)
Duration: 12 or 18 months

STIPEND : R5 728 53 per month (For Graduates)
R4 770 58 per month (For Students)

CENTRE : Pretoria

REQUIREMENTS : Degree or Honours in Public Management/Project Management/Developmental Studies

ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457

POST 30/40 : EVALUATIONS REF NO: DPME/2018/09 (X1 POST)
Duration: 12 or 18 months

STIPEND : R5 728 53 per month (For Graduates)
R4 770 58 per month (For Students)

CENTRE : Pretoria

REQUIREMENTS : Degree or Honours in Social Science/Education/Public Administration/Political Science

ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457

POST 30/41 : SECURITY AND FACILITIES REF NO: DPME/2018/10 (X1 POST)
Duration: 12 or 18 months

STIPEND : R5 728 53 per month (For Graduates)
R4 770 58 per month (For Students)

CENTRE : Pretoria

REQUIREMENTS : National Certificate in Public Management/Office Administration

ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457

POST 30/42 : MARKETING AND COMMUNICATIONS REF NO: DPME/2018/11 (X1 POST)
Duration: 12 or 18 months

STIPEND : R5 728 53 per month (For Graduates)
R4 770 58 per month (For Students)

CENTRE : Pretoria

REQUIREMENTS : Diploma or degree in Journalism, Communications or Media studies

ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457

POST 30/43 : SOCIO ECONOMIC IMPACT ASSESSMENT SYSTEM REF NO: DPME/2018/12 (X1 POST)
Duration: 12 or 18 months

STIPEND : R5 728 53 per month (For Graduates)
R4 770 58 per month (For Students)

CENTRE : Pretoria

REQUIREMENTS : Degree or Diploma in Economics, Econometrics and Research, National Certificate in Office Management

ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457
POST 30/44 : INTERVENTION SUPPORT REF NO: DPME/2018/13 (X1 POST)  
Duration: 12 or 18 months  
STIPEND : R5 728 53 per month (For Graduates)  
R4 770 58 per month (For Students)  
CENTRE : Pretoria  
REQUIREMENTS : Degree or Diploma in Project Management/ Public Management and Administration/Business Administration, National Certificate in Office Management  
ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457  

POST 30/45 : CITIZEN BASED MONITORING REF NO: DPME/2018/14 (X1 POST)  
Duration: 12 or 18 months  
STIPEND : R5 728 53 per month (For Graduates)  
R4 770 58 per month (For Students)  
CENTRE : Pretoria  
REQUIREMENTS : Degree or Diploma in Anthropology/Social Science, National Certificate in Office Management  
ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457  

POST 30/46 : FRONTLINE MONITORING IMPLEMENTATION, SYSTEMS AND PROCESSES REF NO: DPME/2018/15 (X1 POST)  
Duration: 12 or 18 months  
STIPEND : R5 728 53 per month (For Graduates)  
R4 770 58 per month (For Students)  
CENTRE : Pretoria  
REQUIREMENTS : Degree or Diploma in Public Management/ Business Administration/Political Science/Statistics, National Certificate in Office Management  
ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457  

POST 30/47 : PRESIDENTIAL HOTLINE REF NO: DPME/2018/16 (X1 POST)  
Duration: 12 or 18 months  
STIPEND : R5 728 53 per month (For Graduates)  
R4 770 58 per month (For Students)  
CENTRE : Pretoria  
REQUIREMENTS : Degree in Social/Political Science with Statistic background  
ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457  

POST 30/48 : EXECUTIVE MONITORING REF NO: DPME/2018/17 (X1 POST)  
Duration: 12 or 18 months  
STIPEND : R5 728 53 per month (For Graduates)  
R4 770 58 per month (For Students)  
CENTRE : Pretoria  
REQUIREMENTS : Degree or Diploma in Public Management/ Business Administration/Political Science  
ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457  

POST 30/49 : PUBLIC SECTOR MONITORING SUPPORT REF NO: DPME/2018/18 (X1 POST)  
Duration: 12 or 18 months  
STIPEND : R5 728 53 per month (For Graduates)  
R4 770 58 per month (For Students)  
CENTRE : Pretoria  
REQUIREMENTS : Degree or Diploma in Public Management/ Business Administration/Political Science/Economics/Financial Management National Certificate in Office Management  
ENQUIRIES : Ms Sharon Maloma Tel No: (012) 312 0457
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<tr>
<th>POST 30/50</th>
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<td>R4 770 58 per month (For Students)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree or Diploma in Public Management with Monitoring and Evaluation/Business Administration/Political Science/Economics/Human Resources Development</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
</tr>
<tr>
<td>POST 30/51</td>
<td>NATIONAL PLANNING COORDINATION REF NO: DPME/2018/20</td>
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<tr>
<td>STIPEND</td>
<td>R5 728 53 per month (For Graduates)</td>
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<td>R4 770 58 per month (For Students)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>National Certificate in Public Management/Office Administration x 1, and National Diploma/Degree in Public Management x 1 (P Alignment) Degree or Diploma in Political Science/Economics/Sociology/Anthropology/History x 1 (Spatial Planning) Degree in Town and Regional Planning/Geography/Planning (Spatial or Development) x 1</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<tr>
<td>POST 30/52</td>
<td>NATIONAL PLANNING SECRETARIAT REF NO: DPME/2018/21</td>
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<tr>
<td>STIPEND</td>
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<td>R4 770 58 per month (For Students)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma/Degree in Public Management/Education/Political Science/ Economics/ Sociology/ Anthropology/ History/ Environmental Management x 1. National Certificate in Office Management x 1</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
</tr>
<tr>
<td>POST 30/53</td>
<td>OFFICE OF THE MINISTRY REF NO: DPME/2018/22 (X1 POST)</td>
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<td>R4 770 58 per month (For Students)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>National Diploma/Degree in Public Management/Office Administration</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
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<tr>
<td>POST 30/54</td>
<td>RESEARCH AND KNOWLEDGE MANAGEMENT REF NO: DPME/2018/23 (X1 POST)</td>
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<td></td>
<td>R4 770 58 per month (For Students)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Masters in Degree Public Management/Education/Political Science/ Economics/ Sociology/ Anthropology/ History/ Environmental Management</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Sharon Maloma Tel No: (012) 312 0457</td>
</tr>
</tbody>
</table>
**APPLICATIONS**: Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx.

**CLOSING DATE**: 10 August 2018 at 16:00

**NOTE**: DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 30/55</th>
<th>PROFESSIONAL ENGINEER (CIVIL) (REF NO: 3/2/1/2018/237)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R679 338 per annum (Salary in accordance to the OSD for Engineers)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Northern Cape (Kimberley)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Engineering Degree (B Eng/BSC Eng). Compulsory registration with ECSA as a Professional Engineer. 3 year’s post qualification engineering experience. Job related knowledge: Programme and project management. Engineering design and analysis, Research and Development, Computer aided engineering applications, Legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. Job related skills: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organizing; Conflict management; Problem solving and analysis; People management. A valid driver’s licence (code 08).</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and</td>
</tr>
</tbody>
</table>

**APPLICATIONS**

Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

**NOTE**

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

**POST 30/56**

**DRIVER (REF NO: 3/2/1/2018/238)**
Directorate: Quality Assurance and Administration

**SALARY**
R136 800 per annum (Level 04)

**CENTRE**
Gauteng (Pretoria)

**REQUIREMENTS**
Grade 10 qualification. 7-12 months driving experience. Job related knowledge: Procedures to operate the motor vehicle, e.g. the procedure to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol), and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilization of motor vehicle e.g. how and for what purposes can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; Procedures to ensure that the motor vehicle is maintained properly; Procedures to perform messenger and routine office support functions like registry functions and the making of photocopies. Knowledge of city in which the functions will be performed. Job related skills: Driving skills; Good communication (written and verbal); Interpersonal relations. A valid driver's licence (code 08) and valid Professional Driving Permit (PDP).

**DUTIES**
Drive light and medium motor vehicle to transport passengers and deliver other items. Drive lodgement communication sprinter. Complete and submit logbooks. Transporting of lodgement personnel and equipment. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department, Assist lodgement team with filling, Assist in registry.

**APPLICATIONS**
Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia.

**NOTE**
Indian and White males and Indian females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.

CLOSING DATE: 10 August 2018

NOTE: The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 30/57: SENIOR LEGAL ADMIN OFFICER (MR6): CONSTITUTIONAL/CUSTOMARY LAW LEGAL SPECIALIST REF NO: 2018/05 (X2 POSTS)
(6 Months contract)

SALARY: R725 487 – R1 084 437 per annum all-inclusive OSD package

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties and any other related tasks as may be directed by the Department: Develop a detailed project and research plan on the coexistence of traditional leadership and South African Constitutional democratic systems. Develop appropriate data collection tools. Collect and analyse data. Conduct research, analyse and compare all relevant
provisions of the previous and current South African Constitution, in terms of the roles, powers and functions of traditional leadership and local government. Identify and analyse national legislation that allocated powers and roles to traditional leaders and their structures prior to 1994. Identify and analyse legislation that applied in the former TBVC-states and self-governing territories, focusing on those that allocated roles, powers, functions, etc. to traditional leaders and their structures. Identify and analyse relevant post 1994 local government and traditional leadership legislation, focusing on those that allocated roles, powers, functions, etc. to traditional leaders. Conduct a comparative analysis of the roles of traditional leaders in other modern democracies. Analyse and compare the statutory roles of the different categories of public office bearers. Make recommendations on the appropriate roles, functions and responsibilities of traditional leaders and their structures within the South African Constitutional democratic system.

ENQUIRIES: Ms R.S Mogaladi Tel No: (012) 334 4972
FOR ATTENTION: Ms L Motlhala

POST 30/58: ADMINISTRATIVE ASSISTANT REF NO: 2018/06
(12 Months contract post)
Institutional Support & Coordination

SALARY: R196 407 per annum
CENTRE: Pretoria
REQUIREMENTS: A Grade 12 Certificate. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems.

DUTIES: The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the office of the DDG: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the office of the DDG. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

ENQUIRIES: Ms L Motlhala, Tel No: (012) 336 5824
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS:
Postal and contact details of relevant Hospitals/ Institutions:

- Ann Latsky Nursing College: Applications must be submitted to: Human Resource Department, Ann Latsky Nursing College, No 1 Plunkett Avenue Hurst Hill, Johannesburg. OR P/Bag 40, Auckland Park 2006. Enquiries: Ms R. Ramahlafi Tel No: (011) 644 8915/ Mr J.D. Cloete Tel No: (011) 644 8912

- Bertha Gxowa Hospital: Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Enquiries: Dr JC Ganada Tel No: 010 344 2779; Dr. E.M. Sithebe (medical/allied) Tel No: (011) 241 5620

- Bheki Mlangeni Hospital: Applications must be submitted to: HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868. Enquiries: Ms. RS Mabyane Tel No: (011) 241 5620; Ms G Ntsoane Tel No: (011) 241 5793

- Bronghorstspuit Hospital or/and Tshwane District Health Services: Applications must be delivered to: The Fields Building, 427 Hilda Street, Corner Hilda & Burnett, Hatfield or post to P.O. Box 9514 Pretoria, 0001. Enquiries: Mr J. Mokhopa Tel No: (012) 451 9035 / Mr J Mokhopha Tel No: (012) 451 9197 / Mr M. Pitsi Tel No: (012) 451 9060

- Carletonville Hospital: Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500. Enquiries: Ms M Matandela Tel No: (018) 788 1708/02 / Ms C Raborifi Tel No: (018) 788 1781

- Charlotte Maxeke Johannesburg Academic Hospital: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No 17 Jubilee Road, Park town. Enquiries: Ms G. Bogoshi Tel No: (011) 488 3710 / Ms K Leketho Tel No: (011) 488 3759

- Chris Hani Baragwanath Hospital: Applications should be hand delivered to The Director, Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. Enquiries: Dr GS Maseko Tel No: (011) 933 9142 / Mr C Woodworth Tel No: (011) 933 8411

- Chris Hani Baragwanath Nursing College: Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013. Enquiries: Ms. P. Ndaba Tel No: (011) 983 3006 / Ms D. Lekalakala Tel No: (011) 983 3060

- Cullinan Care & Rehabilitation Centre: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000. Enquiries: Mr J.K. Makhoba Tel No: (012) 734 7044

- DR Yusuf Dadoo Hospital: Applications: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Enquiries: Dr. O.P. Ugobor Tel No: (011) 951 6161 / Ms. D. Ngwenya Tel No: (011) 951 6045

- DR George Mukhari Hospital: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Enquiries: Dr F Kgwongwana Tel No: (012) 529 3880 / Ms T Masilela Tel No: (012) 529 3699

- Edenvale Hospital: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi...
Rank), Modderfontein Road, Edenvale. Enquiries: Mr J. Rampheri Tel No: (011) 321 6003

**Ekurhuleni & Sedibeng District Health Areas:** Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Cathin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Enquiries: Mr A Mdunyelwa Tel No: (011) 876 1721 / Mr C Modise Tel No: (011) 876 1721

**Far East Rand Hospital:** Applications should be submitted at – HR Department, Far East Rand Hospital, Private Bag X50, Springs 1560 or Hand delivered to: HR Department, Far East Rand Hospital, Hospital Road, New State Area, Springs. Enquiries: Dr N Lesia Tel No: (011) 812 8311 / MR R Moshwane Tel No: (011) 812 8313

**Forensic Pathology Services:** Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000. Enquiries: Mr L. Mailula (medical/ allied) Tel No: (011) 689 5570; Ms N. Mashiya (medical/ allied) Tel No: (011) 689 5594

**Heidelberg Hospital:** Applications should be submitted to HR department at Heidelberg Hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg Hospital, Private bag 612, Heidelberg 1438. Enquiries: Dr ER Masilela Tel No: (016) 341 1207 / Tel No: (016) 341 1286

**Helen Joseph Hospital:** Applications should be submitted to Human Resource Department at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Enquiries: Dr R Billa Tel No: (011) 489 0014 / Ms T Mkhwanazi Tel No: (011) 489 1070

**Johannesburg District Health Area:** Applications can be submitted to Johannesburg District Health offices at Hillbrow CHC CNR Smit and Klein Street or be posted to Human Resources Johannesburg District Health, Private Bag X21, Johannesburg 2001. Enquiries: Ms S Rabotapi Tel No: (011) 694 3861 / Mr O Moerane Tel No: (011) 694 3906

**Jubilee Hospital:** Application documents must be addressed to Jubilee District Hospital, Human Resource Department, Private Bag x499 Hammanskraal 0400 or hand delivered at Jubilee District Hospital. Enquiries: Mr N. Sekhu Tel No: (012) 717 9402; Dr O.B. Modise (medical) Tel No: (012) 717 9338

**Kalafong Hospital:** Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 or Hand Delivery at Kalafong Security Gate and sign in register book. Enquiries: Dr K.E. Letebele-Hartell Tel No: (012) 318 6503 / Dr K.M. Htwe Tel No: (012) 318 6502

**Kopanong Hospital:** Application to: HR Office, Kopanong Hospital, 2 Casino Road, Duncanville, or posted to P/Bag X301, Vereeniging, 1930. Enquiries: Ms A. Motaung Tel No: (016) 428 7096

**Leratong Hospital:** Applications should be submitted or hand delivered at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740. Enquiries: Dr R.M. Phanzu Tel No: (011) 411 3508 / Ms M Kubheka Tel No: (011) 411 3614

**Mamelodi Hospital:** Applications to be sent to Mamelodi Hospital, Attention: Recruitment Section Hand Post and other means of posting delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x0032 Rethabile 0122. Enquiries: Dr L.N. Pooe Tel No: (012) 841 8306 / Miss S. Mahlangu Tel No: (012) 841 8363

**Medical Supplies Depot:** Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in register book. Enquiries: Dr S.A. Matjila Tel No: (012) 521 3079 / Ms E.M. Shibambo Tel No: (012) 521 4881/5869

**Medunsa Oral & Dental Hospital:** Applications must be submitted at Medunsa Oral & Dental: Private Bag X848, Medunsa, 0001. Enquiries: Dr S.A. Matjila Tel No: (012) 521 3079 / Ms E.M. Shibambo Tel No: (012) 521 4881/5869

**Odi Hospital:** Application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190. Enquiries: Dr M Mekgoe Tel No: (012) 725 2436

**Pholosong Hospital:** Applications must be submitted to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan,
Pretoen Oral Dental Hospital: Direct applications to The HR Manager Ms Ina Swart University of Pretoria Oral Health Centre PO Box 1266 Pretoria 0001 or Hand deliver at Louis Botha Building A, Room 1.28, Dr Savage Road, Rivier, Pretoria. Enquiries: Prof A.J. Ligthelm Tel No: (012) 319 2327 / Ms I. Swart Tel No: (012) 301 5705

Pretoen West Hospital: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted: to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West,0117. Enquiries: Dr C. Mojapelo (medical/ allied) Tel No: (012) 360 1234; Ms H.M.M. Strydom (nursing) Tel No: (012) 380 1207

Rahima Moosa Mother Child Hospital: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X02, Newclare, 2112 or Human Resource Office, Administration Building, 1st Floor, Enquiries: Dr F Benson Tel No: (011) 470 9034 / Mr L Louw Tel No: (011) 470 9190

Rahima Moosa Nursing College: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109. Enquiries: Ms J Gassiep Tel No: (011) 247 3300 / Mr AT Tsoke Tel No: (011) 247 3321

Sebokeng Hospital: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Mosheshoe Street, Sebokeng or Applications must be submitted to HR Department, Sebokeng Hospital. Enquiries: Dr N. Msibi (medical) Tel No: (016) 930 3303; Ms M. Madolo (allied) Tel No: (016) 930 3305; Mr K. Sejeng (nursing) Tel No: (016) 930 366

Sedibeng District Health Area: Direct applications to The HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office. Enquiries: Ms S. Hlahane Tel No: (016) 950 6195 / Ms G Van den Heever Tel No: (016) 950 6174

S.G. Lourens Nursing College: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001. Enquiries: Ms B. Riekert Tel No: (012) 319 5601

Sizwe Tropical Disease Hospital: Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag x 2, Snadringham, 2131 or hand delivered at Sizwe Tropical Disease Hospital, Cnr Club Street and Modderfontein road, Sandringham. Enquiries: Dr Louw Tel No: (011) 531 4410/ 4305 / Tel No: (011) 531 4302/ 4

South Rand Hospital: Applications forms must be delivered to HR South Rand Hospital, Admin block 1st Floor, Friars Hill Road, Rosettenville/to be posted to Private Bag X 1 Rosettenville 2130. Enquiries: Dr MN Maleka Tel No: (011) 681 2018 / Ms R. Mlangeni Tel No: (011) 681 2009

Sterkfontein Hospital: Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740. Enquiries: Mr J Mapunya Tel No: (011) 951 8341/ 8000 / Ms T Morake Tel No: (011) 951 8262

Steve Biko Academic Hospital: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital. Enquiries: Dr M Mathebula Tel No: (012) 354 1141 / Mr PJ. Motsweni Tel No: (012) 354 4646

Tambo Memorial Hospital: Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460. Enquiries: Dr A Naidoo Tel No: (011) 898 8320/22; Mr M.K. Mfolo (HR Manager) Tel No: (011) 898 8316

Tara The H. Moross Hospital: Applications must be delivered to: Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara H. Moross Centre Private Bag X7 Randburg 2125. Enquiries: Dr FA Otiano Tel No: (011) 535 3001/ 3276

Tembisa Hospital: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand
delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665. Enquiries: Dr S. Mogaladi Tel No: (011) 923 2053 / Mr N Ramolomisi Tel No: (011) 923 2053

**Thele Mogoerane (Natalspruit) Hospital:** Applications should be submitted to Thele Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode 1451. Enquiries: Dr C.N. Mqayi Tel No: (011) 590 0288 / Mr T Mhlongo Tel No: (011) 590 0299

**Tshwane District Hospital:** Quoting the relevant reference number, direct applications to Human Resource Management at Louis Botha Building A, Room 1.10, Dr. Savage Road, Riviera, Pretoria OR mailed to PO Box 1266, Pretoria, 0001 Tel: 012 301 5722. Enquiries: Dr Soe Tel No: (012) 354 7604 Ms M.W Matube Tel No: (012) 354 7604

**Tshwane District Health Services:** Applications must be delivered to: Street Address: Fedsure Building, Office No 1402, 3319 Cnr Lillian Ngoyi and Pretorius Streets, Pretoria 0002, or Postal Address: PO Box 9514, Pretoria, 0001. Enquiries: Mr J Mokhopha Tel No: (012) 451 9197 / Mr M. Pitsi Tel No: (012) 451 9060

**Tshwane Rehabilitation Hospital:** Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001. Enquiries: Ms P Alakram-Khalewon Tel No: (012) 354 6745 / Mr MG Polo Tel No: (012) 354 6125

**Weskoppies Hospital:** Applications should be submitted to: The HR Manager, Weskoppies Hospital, and Private Bag x113, Pretoria, or hand delivered to the box provided at the Security gate at the Main entrance at Weskoppies Hospital. Enquiries: Dr F. Mabena Tel No: (012) 319 9841 / Ms M Jacobs Tel No: (012) 319 9730

**West Rand District Health Area:** Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. Enquiries: Ms P Muso Tel No: (011) 953 4515 / Mr A Tiro Tel No: (011) 953 4515

**Wits Oral & Dental Hospital:** Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 8 Floor (Orange Block) HR Office Room 9/10, Parktown. Enquiries: Prof MS Nemutandani Tel No: (011) 488 4893/ 4887 / Ms S. Raphalo Tel No: (011) 488 4898

**Central Office:** The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street, Marshalltown, 2107. Bank of Lisbon building. Enquiries: Ms K Lebloemoa Tel No: (011) 356 3301 (Finance Branch) Adv. M. Lepelana Tel No: (011) 296-2492 (Legal Services)

**CLOSING DATE:** 10 August 2018

**NOTE:** Documentation Required: Z83, CV, certified copies of ID, qualifications and registration certificate of relevant council, proof of current registration and relevant service certificates. Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature. It is the responsibility of applicants with foreign qualifications to attach/ provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). NB: In order to be considered for appointment to the above positions except for Management posts, you need to be: Registered with the relevant Health Professions Council. In possession of an applicable qualification. Have relevant experience which will determine the salary level. All applicants should clearly indicate their institution/ post/ discipline of preference with the relevant reference number. The relevant address details can be obtained from the individual institutions. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks.
MANAGEMENT ECHelon

POST 30/59 : CHIEF DIRECTOR: BUDGET MANAGEMENT REF NO: CDBM 35/06/2018
(5-Year Fixed Contract Appointment Based on Performance)
Directorate: Budget Management

SALARY : R1 127 334 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs).

CENTRE : Central Office, Johannesburg

REQUIREMENTS : A SAQA recognized NQF level 7 tertiary qualifications in Economics, Public Finance, Finance and Financial Management. Five (5) years applicable experience at Senior Level. Strong managerial and administrative skills. Knowledge of and experience in accounting, asset and liability management. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison and writing skills. Strategic leadership and coordination skills. High level ability to analyze and synthesize information and formulate policies and strategies. Good track record of managing strategic programs and projects. Sound knowledge of the PFMA, Treasury regulations, DORA and RSA Fiscal architecture. Willingness to work long hours. Ability to function under pressure. Valid driver’s licence.

DUTIES : Develop strategies for optimal and sustainable budget management and accurate reporting by departmental institutions. Develop strategies for optimal and sustainable generation of own revenue. Develop policies to guide budget allocations. Give sectoral analysis input into departmental budget forums and budgetary frameworks. Assure quality and accuracy in formulating budgetary submissions and maintenance of the budgetary database. Render effective strategic and technical support to all of the Department’s institutions. Identify efficiency gains and make appropriate recommendations to the CFO and HOD. Conduct economic valuations to determine the feasibility of proposed alternatives in order to ensure value for money. Develop and implement appropriate monitoring and evaluating tools to measure financial performance. Make presentations to the legislature and other key stakeholders on the financial and economic performance of the Department’s institutions.

POST 30/60 : CHIEF DIRECTOR: RISK MANAGEMENT AND INTERNAL CONTROL MANAGEMENT REF NO: CDICC 36/06/2018
(5-Year Fixed Contract Appointment Based on Performance)
Directorate: Internal Control & Compliance

SALARY : R1 127 334 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs).

CENTRE : Central Office

REQUIREMENTS : A SAQA recognized NQF level 7 tertiary qualifications in Economics, Public Finance, Finance and Financial Management. Five (5) years applicable experience at Senior Level. Strong managerial and administrative skills. Knowledge of and experience in accounting, asset and liability management. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison and writing skills. Strategic leadership and coordination skills. High level ability to analyze and synthesize information and formulate policies and strategies. Good track record of managing strategic programs and projects. Sound knowledge of the PFMA, Treasury regulations, DORA and RSA Fiscal architecture. Willingness to work long hours. Ability to function under pressure. Valid driver’s licence.

DUTIES : Develop strategies to improve systems of internal control and compliance with laws and regulations. Implementation of risk management strategy and risk implementation plan and coordination of global risk assessment. Development and implementation of integrity management strategy and establishment of ethics management. Develop and implement appropriate monitoring and evaluation tools to measure control environment and compliance with laws and regulations. Develop and implement fraud prevention plans and fraud awareness. Coordinate and facilitate investigations of fraud, corruption and financial misconduct. Coordinate and monitor the internal and external audit process and assist with the
implementation of Departmental audit action plan. Coordinate and compile reports to oversight bodies and other stakeholders.

**NOTE**

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

**OTHER POSTS**

**POST 30/61**

**HEAD: CLINICAL DEPARTMENT (MEDICAL) REF NO: HCD 01/06/2018**

**SALARY**

Grade 1: R2 054 577 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**

Steve Biko Academic Hospital (X2Posts)
Kalafong Hospital (X1 Post)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty.

**DUTIES**

Manage the Department. Conduct Clinical Service; participate in in-patient and out-patient care. Teach and supervise undergraduate students, Undertake appropriate clinical research and supervise postgraduates’ dissertations. Monitor and evaluate junior staff performance regularly. Participate in the University, Hospital, Clinical and Management meetings as a joint appointee and as delegated by the supervisor.

**POST 30/62**

**HEAD: CLINICAL DEPARTMENT (DENTAL) REF NO: HCDD 06/06/2018**

**SALARY**

Grade 1: R2 054 577 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**

Wits Oral & Dental Hospital (X3 Posts)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty.

**DUTIES**

The incumbent will be responsible, inter alia, for the general management and administration of the Oral Rehabilitation Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects, academic outreach.

**POST 30/63**

**HEAD: CLINICAL UNIT (DENTAL) REF NO: HCUD 07/06/2018**

**SALARY**

Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**

Wits Oral & Dental Hospital (X3 Posts)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty.

**DUTIES**

To head and manage Paeds and Restorative Department, work in close corporation with other departments in teaching and training of both under and post graduate students. Service rendering for referred cases, to conduct and publish research, and supervise others in research.
POST 30/64: HEAD: CLINICAL UNIT (MEDICAL) REF NO: HCUM 02/06/2018

SALARY: Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Kalafong Hospital (X3 Posts)
Sebokeng Hospital (X1 Post)
Weskoppies Hospital (X1 Post)
Tembisa Hospital (X3 Posts)
Charlotte Maxeke Academic Hospital (X2 Posts)
Steve Biko Academic Hospital (X3 Posts)
Rahima Moosa Mother & Child Hospital (X1 Post)
Wits Oral & Dental Hospital (X1 Post)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty.

DUTIES: Overall Supervision and management of the Clinical Unit in the Hospital. Management of both in-patients (including intensive care and High care) and out-patients. Ensuring that there are protocols for the management of common Medical conditions and that there is compliance to the protocols and guidelines. Outreach promote and participate in outreach programs in the community and the feeder institutions. Clinical governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place.

POST 30/65: MEDICAL SPECIALIST REF NO: MESP 04/06/2018

SALARY: Grade 1: R1 051 368 per annum

CENTRE: Helen Joseph Hospital (X5 Posts)
Kalafong Hospital (X3 Posts)
Bheki Mlangeni Hospital (X1 Post)
West Rand Health District (X1 Post)
Sedibeng Health District (X1 Post)
Far East Rand Hospital (X1 Post)
Leratong Hospital (X2 Posts)
Mamelodi Hospital (X2 Posts)
Sebokeng Hospital (X3 Posts)
Tambo Memorial Hospital (X1 Post)
Thelle Mogoerane Hospital (X1 Post)
Weskoppies Hospital (X1 Post)
Charlotte Maxeke Academic Hospital (X21 Posts)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.

DUTIES: Responsibilities will include full time clinical service provision including after hours (weekend and public holidays). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students and participation in the academic program. Reporting to HOU on service delivery, Clinical audits and where necessary quality improvement plans.

POST 30/66: STOMATOLOGIST REF NO: STOM 08/06/2018

SALARY: Grade 1: R1 051 368 per annum

CENTRE: Wits Oral & Dental Hospital (X1 Post)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post-basic Masters degree. Registration with the HPCSA as Dentist and proof of current registration. No experience required after registration with the HPCSA as Dentist and after acquiring the appropriate Master’s degree.
**DUTIES**: Manage and coordinate Community Outreach services for undergraduate students. Render Oral Health services. Supervise students, carry out and deliver on research output. Assist in the development of dental therapy program. Teach, train and supervise undergraduate students.

**POST 30/67**

**MEDICAL OFFICER GRADE 3 REF NO: 05/06/2018 (3)**

**SALARY**: R1 035 831 per annum

**CENTRE**: South Rand Hospital (3)

**REQUIREMENTS**

- Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

**DUTIES**

- Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.

**POST 30/68**

**DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT REF NO: DMPS 37/06/2018 (X2 POSTS)**

**SALARY**: R975 945 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs).

**CENTRE**: Medical Supplies Depot

**REQUIREMENTS**

- B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

**DUTIES**

- Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming and non performing contracted suppliers. Work with the finance unit in analyzing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advise the procurement unit to procure based on submitted estates.

**POST 30/69**

**DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT MANAGEMENT REF NO: DMPS 38/06/2018**

**SALARY**: R975 945 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs)

**CENTRE**: Medical Supplies Depot

**REQUIREMENTS**

- B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy
Practice (GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

**DUTIES**

Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.

**POST 30/70**

**MEDICAL OFFICER GRADE 2: REF NO: 05/06/2018 (2)**

**SALARY**

R892 551 per annum

**CENTRE**

Odi Hospital (3)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

**DUTIES**

Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.

**POST 30/71**

**MEDICAL OFFICER (GRADE 1) REF NO: MEOF 05/06/2018 (1)**

**SALARY**

R780 612 per annum

**CENTRE**

Helen Joseph Hospital (X7 Posts)
Bertha Gxowa Hospital (X1 Post)
Kopanong Hospital (X3 Posts)
Pretoria West Hospital (X1)
JHB Metro Health District (X5 Posts)
West Rand Health District (X1)
Sedibeng Health District (X3 Posts)
Ekurhuleni Health District (X4 Posts)
Edenvale Hospital (X2 Posts)
Far East Rand Hospital (X9 Posts)
Thelle Mogoerane Hospital (X5 Posts)
Mamelodi Hospital (X1 Post)
Pholosong Hospital (X4 Posts)
Tambo Memorial Hospital (X3 Posts)
Weskoppies Hospital (X4 Posts)
Sizwe Tropical Hospital (X1 Post)
Rahima Moosa Mother & Child Hospital (X1 Post)
Sebokeng Hospital (X3 Posts)
Bheki Mlangeni Hospital (X3 Posts)
Jubilee Hospital (X2 Posts)
Leratong Hospital (X5 Posts)
Cullinan Care and Rehab (X1 Post)
Tshwane Rehab Hospital (X1 Post)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as a Medical Practitioner.

**DUTIES**

Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.
<table>
<thead>
<tr>
<th>POST 30/72</th>
<th>DENTIST REF NO: DENT 09/06/2018</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>Grade 1: R757 707 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Pretoria Oral &amp; Dental Hospital (X2 Posts)</td>
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<td>Wits Oral &amp; Dental Hospital (X2 Posts)</td>
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<td>Ekurhuleni District Services (X1 Post)</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>Appropriate qualification that allows registration with the HPCSA as Dentist. Registration with the HPCSA as Dentist and proof of current registration. No experience required after registration with the HPCSA as a Dentist.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.</td>
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<tr>
<th>POST 30/73</th>
<th>PSYCHOLOGIST (CLINICAL) REF NO: PSYC 12/06/2018</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>Grade 1: R674 892 per annum</td>
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<td><strong>CENTRE</strong></td>
<td>Tshwane Rehab Hospital (X1 Post)</td>
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<td>Tambo Memorial Hospital (X1 Post)</td>
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<td>Sizwe Tropical Hospital (X1 Post)</td>
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<td>Tara The H Moross Hospital (X1 Post)</td>
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<td>Leratong Hospital (X1 Post)</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).</td>
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<td><strong>DUTIES</strong></td>
<td>Provide assessment and psychotherapy to in- and out-patients, provide preventative mental health interventions, consultation-liaison, supervision and training of intern clinical psychologists, keep accurate records, participate in academic and research programs.</td>
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<tr>
<th>POST 30/74</th>
<th>PHARMACIST REF NO: PHAR 11/06/2018</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>Grade 1: R655 980 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Edenvale Hospital (X1 Post)</td>
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<td>Rahima Moosa Mother &amp; Child Hospital (X2 Posts)</td>
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<td>Medical Suppliers Depot (X2 Posts)</td>
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<td>Dr Yusuf Dadoo Hospital (X1 Post)</td>
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<td>Charlotte Maxeke Academic Hospital (X2 Posts)</td>
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<td>Kalafong Hospital (X1 Post)</td>
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<td>Ekurhuleni District Services (X2 Posts)</td>
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<td>Cullinan Care and Rehab (X1 Post)</td>
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<td>South Rand Hospital (X1 Post)</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: One year relevant experience after registration as Pharmacist with a recognized 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).</td>
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<td><strong>DUTIES</strong></td>
<td>The provision of pharmaceutical care by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the therapy, Dispensing of any medicine or scheduled substance on a prescription of a person authorised to</td>
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prescribe medicine, Furnishing of information and advice to any person with regards to the use of the medicine, Determining the compliance with the therapy and follow up to ensure that the patient’s medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures), provide comprehensive patient counselling, and liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer’s recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to SOP’s. Supervising pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges.

**POST 30/75**

**ASSISTANT MANAGER NURSING (SPECIALTY AREAS)/ (PRIMARY HEALTH CARE) REF NO: ASMN 27/06/2018**

**SALARY**

(Grade 1): (PN-B4) R581 826 per annum

**CENTRE**

Rahima Moosa Mother &Child Hospital (X1 Post)
Charlotte Maxeke Academic Hospital (X3 Posts)
Carletonville Hospital (X1 Post)

**REQUIREMENTS**

A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years’ of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principle. Manage effective the utilization and supervision of resources and assist in the recruitment and conduction of interviews. Develop nursing policies and procedures to enhance quality care and management .Ensure effective implementation of the HR and Supply Chain Management policies in line with the state the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mutual assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audit at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Services Manager in her/his absence.

**POST 30/76**

**ASSISTANT MANAGER NURSING (AREA) (GENERAL NURSING)/ NIGHT SUPERVISOR REF NO: ASMN 28/06/2018**

**SALARY**

(Grade 1): (PN-A7) R532 449 per annum
CENTRE: Pretoria West Hospital (X1 Post)  
South Rand Hospital (X1 Post)  
Sebokeng Hospital (X1 Post)  
Cullinan Care & Rehab Hospital (X1 Post)  
Tambo Memorial Hospital (X1 Post)  
Pholosong Hospital (X1 Post)  
Sterkfontein Hospital (X1 Post)  
Bertha Gxowa Hospital (X1 Post)  
Kopanong Hospital (X1 Post)  
Charlotte Maxeke Academic Hospital (X2 Posts)

REQUIREMENTS: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 8 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her/his absence.

POST 30/77: OPERATIONAL MANAGER NURSING (SPECIALTY UNIT)/ (PRIMARY HEALTH CARE) REF NO: OPMN 29/06/2018

SALARY: (Grade 1): (PN-B3) R532 449 per annum

CENTRE: Carletonville Hospital (X1 Post)  
Kopanong Hospital (X1 Post)  
Ekurhuleni Health District (X4 Posts)  
Cullinan Care & Rehab Hospital (X1 Post)  
Charlotte Maxeke Academic Hospital (X1 Post)  
Dr George Mukhari Academic Hospital (X3 Posts)  
Tembisa Hospital (X2 Posts)  
Medusa Oral and Dental Hospital (X1 Post)

REQUIREMENTS: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 9 years’ appropriate/ recognizable 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards as determined by the relevant health facility. Effectively implement HR Finance policies and practices. Promote effective communication with patients. Supervise and manage health professionals/ junior colleagues. Attend to and resolve complex issues challenging your area and submit/ keep
POST 30/78: ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: ASDR 19/06/2018
Directorate: Clinical Services

SALARY: Grade 1: R489 429 per annum
CENTRE: Tambo Memorial Hospital (1)
REQUIREMENTS: Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years’ appropriate experience in the relevant profession.
DUTIES: Departmental Operational Management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24 hour Radiology Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the Strategic and Operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupation Health. Leave monitoring. Monitor staff allocation and rotation. Ensure radiography equipment’s maintenance contracts.

POST 30/79: OPERATIONAL MANAGER NURSING (GENERAL UNIT)/ CLINICAL PROGRAMME CO-ORDINATOR (I.E QUALITY ASSURANCE) REF NO: OPEMN 30/06/2018(2)

SALARY: (Grade 2): (PN-A5) R487 266 per annum
CENTRE: Odi Hospital (X1 Post)
REQUIREMENTS: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
DUTIES: Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Teach, delegate, monitor and evaluate performance/ appraise personnel. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & Ideal clinic. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care.
POST 30/80 : SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SEAO 39/06/2018 (X5 POSTS)
Directorate: Legal Services

SALARY : R448 269 – R1 084 437 per annum
CENTRE : Central Office, Johannesburg
REQUIREMENTS : An LLB degree or equivalent qualification and at least 8 years' postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management.
DUTIES : The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney's office and other organs of State in protecting the interest of the Department.

POST 30/81 : CHIEF RADIOGRAPHER GRADE 1 REF NO: CRRA 20/06/2018

SALARY : Grade 1: R440 982 per annum
CENTRE : Dr George Mukhari Academic Hospital (1)
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 years’ appropriate experience in the relevant profession after registration with the HPCSA (where applicable).
DUTIES : Manage the entire Radiography department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre, budget expenditure and performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated.

POST 30/82 : OPERATIONAL MANAGER NURSING (GENERAL UNIT)/ CLINICAL PROGRAMME CO-ORDINATOR (LE QUALITY ASSURANCE) REF NO: OPEMN 30/06/2018

SALARY : (Grade 1): (PN-A5) R420 818 per annum
CENTRE : Jubilee Hospital (X1 Post)
Kopanong Hospital (X1 Post)
Odi Hospital (X1 Post)
Johannesburg Metro Health District (X1 Post)
West Rand Health District (X1 Post)
Sebokeng Hospital (X1 Post)
Sterkfontein Hospital (X1 Post)
Weskoppies Hospital (X1 Post)
Sizwe Tropical Hospital (X2 Posts)
Pretoria Oral & Dental Hospital (X1 Post)
Charlotte Maxeke Academic Hospital (X1 Post)
Heidelberg Hospital (X1 Post)
Leratong Hospital (X2 Posts)
Cullinan Care and Rehab (X1 Post)

53
Wits Oral and Dental Hospital (X1 Post)

**REQUIREMENTS**

A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 7 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Teach, delegate, monitor and evaluate performance/ appraise personnel. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & Ideal clinic. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care.

**POST 30/83**

**LECTURER (GENERAL NURSING SERVICE) REF NO: LECT 26/06/2018**

**SALARY**

(Grade 1): (PN-D1) R362 559 per annum

**CENTRE**

Ann Latsky Nursing College (X11 Posts)
Chris Hani Baragwanath Nursing College (X9 Posts)
Coronation Nursing Campus (X2 Posts)
Garankuwa Nursing College (X2 Posts)
SG Laurens Nursing College (X2 Posts)

**REQUIREMENTS**

A Basic 425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Post-basic qualification in Nursing Education registered with the SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Valid code 08 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES**

Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health and Safety. Manage resources to meet the institution’s Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee’s health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution’s employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.
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<thead>
<tr>
<th>POST 30/84</th>
<th>PROFESSIONAL NURSE (GENERAL NURSING) REF NO: PROF 31/06/2018 (002)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>Grade 3: (PN-A4) R362 559 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Odi Hospital (X2 Posts)</td>
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<td>Tembisa Hospital (X1 Post)</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 20 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).</td>
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<tr>
<td>DUTIES</td>
<td>Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards, policies, protocols and guidelines. Work as part of a multidisciplinary team to ensure good nursing care. Promote quality of nursing care as directed by the National Core standard. Manage Labour Relations issues. Implement government policies including Batho Pele, Ministerial priorities and Patients’ Rights. Liaise with all relative stakeholders to improve service rendering. Work as part of the Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality health care. Perform any other delegated duties. Display concern for patients, promoting and advocating for treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations. Demonstrate effective communication with patients, supervisors and other clinicians, display good report writing skills. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Willing to work shifts including night duty in different departments.</td>
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<tr>
<th>POST 30/85</th>
<th>PROFESSIONAL NURSE (SPECIALTY NURSING) / CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE)/ OCCUPATIONAL HEALTH &amp; SAFETY REF NO: PROFS 32/06/2018</th>
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<tr>
<td>SALARY</td>
<td>(Grade 1): (PN-B1) R362 559 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Charlotte Maxeke Johannesburg Academic Hospital (X23 Posts)</td>
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<td>Steve Biko Academic Hospital (X5 Posts)</td>
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<td>Kalafong Hospital (X3 Posts)</td>
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<td>Tembisa Hospital (X3 Posts)</td>
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<td>Bertha Gxowa Hospital (X1 Post)</td>
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<td>Bheki Mlangeni Hospital (X3 Posts)</td>
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<td>Carletonville Hospital (X3 Posts)</td>
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<td>Dr Yusuf Dadoo Hospital (X1 Post)</td>
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<td>Jubilee Hospital (X1 Post)</td>
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<td>Bonkospruit Hospital (X10 Posts)</td>
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<td>JHB Metro Health District (X1 Post)</td>
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<td>Tshwane District Health Services (X1 Post)</td>
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<td>Leratong Hospital (X6 Posts)</td>
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<td>Sebokeng Hospital (X5 Posts)</td>
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<td>Tara The H Moross Hospital (X2 Posts)</td>
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<td>Pretoria Oral &amp; Dental (X1 Post)</td>
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<td>Far East Rand Hospital (X7 Posts)</td>
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<td>Rahima Moosa Mother &amp; Child Hospital (X1 Post)</td>
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<td></td>
<td>Dr George Mukhari Academic Hospital (X34 Posts)</td>
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<td>Pretoria West Hospital (X1 Post)</td>
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<td>Ekurhuleni District Service (X10 Posts)</td>
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<td>Photosong Hospital (X6 Posts)</td>
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<td>Pholosong Hospital (X6 Posts)</td>
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<td>Tambo Memorial Hospital (X5 Posts)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse.</td>
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</tbody>
</table>
DUTIES

Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a Manager where necessary. Effective utilization of resources (human and material) Maintain environment that promote patients’ rights and maintain the Batho Pele principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Active participation in maintenance of National Core Standards. Maintain professional growth.

POST 30/86

DIAGNOSTIC RADIOGRAPHER / RADIATION ONCOLOGY RADIOGRAPHER

REF NO: RADIO 13/06/2018

SALARY

Grade 1: R300 828 per annum

CENTRE

Kalafong Hospital (X1 Post)
Edenvale Hospital (X1 Post)
Steve Biko Academic Hospital (X6 Posts)
Charlotte Maxeke Academic Hospital (X1 Post)
Tembisa Hospital (X1 Post)

REQUIREMENTS

Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

DUTIES

Must be able to produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Must be willing and able to work weekends, night duty and standby as required. Must be able to work independently, without supervision. Must be able to cover a 24 hours duty roster. Must have good interpersonal and communication skills. Thorough knowledge of radiation protection, quality assurance and equipment. Must have knowledge of Supply, Provision and maintenance. Participation in Continuous Professional Development of self as well as subordinates.

POST 30/87

OCCUPATIONAL THERAPIST REF NO: OCCT 14/06/2018

SALARY

Grade 1: R300 828 per annum

CENTRE

Jubilee Hospital (X1 Post)
Far East Rand Hospital (X1 Post)
Kalafong Hospital (X2 Posts)
Ekurhuleni District Services (X1 Post)
Tshwane District Health Services (X1 Post)
Edenvale Hospital (X1 Post)
Tshwane Rehab Hospital (X2 Posts)

REQUIREMENTS

Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).
DUTIES: Render and manage Occupational Therapy services that comply with standards and norms as indicated by the Health policies of South Africa. Assessment, planning, implementing, and evaluating evidence based /client centered therapies with regard to general OT services and specialized neuropsychiatric OT services, including Vocational rehabilitation, cognitive rehabilitation, Neuro-cognitive assessments and treatment of functional ADL’s. To contribute to the maintenance and development of OT services at Tara. Implement individual and group programs in keeping with a recovery model. To work as part of the MDT team. Implement sectional and provincial quality assurance measures in sub-section. Participate in continued professional development and facilitate that of subordinate’s. Supervise allocated students.

POST 30/88: SPEECH THERAPIST/ AUDIOLOGIST REF NO: SPAD 15/06/2018

SALARY: Grade 1: R300 828 per annum
CENTRE: South Rand Hospital (X1 Post)
Ekurhuleni Health District Services (X1 Post)
Jubilee Hospital (X1 Post)
Tshwane District Health Services (X1 Post)
Charlotte Maxeke Academic Hospital (X1 Post)

REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

DUTIES: Provide effective speech therapy+/audiology service for in- patient and external stakeholders in adherence to scope of practice. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirement of the Institution, The Province and National Health. Participate in date collection and make suggestions to the work team to improve speech therapy and audiology services. Participate on the effective management of resources of the department, namely Human, Finance and Physical.

POST 30/89: CLINICAL TECHNOLOGIST (PERFUSIONIST) REF NO: CLTE 16/06/2018

SALARY: Grade 1: R300 828 per annum
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital (X2 Posts)

REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

DUTIES: To provide, co-ordinate, manage and supervise Psychology service delivery efficiently in accordance with the prescribed competencies, 135 whilst adhering QA standards. Perform administrative duties related to patient care.

POST 30/90: PHYSIOTHERAPIST REF NO: PSYS 17/06/2018

SALARY: Grade 1: R300 828 per annum
CENTRE: Tshwane Rehab Hospital (X1 Post)
Tembisa Hospital (X1 Post)
Dr Yusuf Dadoo Hospital (X1 Post)
Leratong Hospital (X2 Posts)
**REQUIREMENTS**: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

**DUTIES**: Render an experienced and specialized Physiotherapy services. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof. Monitor proper utilization of allocated financial, Human and Physical Resources as outlined by Departmental and national policies. Manage Human Resources and participate in continuous professional development. Coordinate the training of Students. Coordinate and ensure the promotion and marketing of Physiotherapy services in Hospital and Community.

**POST 30/91**

**ORAL HYGIENIST REF NO: ORHY 18/06/2018**

**SALARY**: Grade 1: R300 828 per annum

**CENTRE**: Pretoria Oral & Dental Hospital (X1 Post)

**REQUIREMENTS**: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

**DUTIES**: The incumbent will render clinical services within their scope of practice in the hospital and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community.

**POST 30/92**

**SOCIAL WORKER REF NO: SOCW 21/06/2018**

**SALARY**: Grade 1: R242 553 per annum

**CENTRE**: Edenvale Hospital (X1 Post) Ekurhuleni District Service (X1 Post)

**REQUIREMENTS**: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. No experience required after registration with the SACSSP as Social Worker. Qualifies for one notch for every fully completed 2 years’ as on 31 March 2009 preceding the date of appointment. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**: Render Health Social Worker Services with regard to care support, Protection and development through the relevant programmes. Conduct Psychosocial Assessments aimed at identified conditions in individual, groups, families and communities that justify relevant interventions. Implement the recommended interventions by providing continuous support, counseling guidance and advice to the affected individuals, group’s families and communities. Study interpret apply and give information on legislation and policies in the identified work fields. Study professional journals and publications in the order to ensure that cognizance is taken of new developments. Liaise / attend meetings with other Departments and non-Governmental institutions to take cognizance of the latest development in the relevant fields. Undertake Research and development. Perform all administrative functions: complete daily and monthly statistics. Compose minutes of meetings. Main physical and or electronic records.
POST 30/93 : PROFESSIONAL NURSE (GENERAL NURSING) REF NO: PROF 31/06/2018 (001)

SALARY : Grade 1: (PN-A2) R241 908 per annum
CENTRE : Steve Biko Academic Hospital (X24 Posts)
          Kalafong Hospital (X2 Posts)
          Tembisa Hospital (X4 Posts)
          Odi Hospital (X1 Post)
          Pretoria West Hospital (X3 Posts)
          South Rand Hospital (X13 Posts)
          Bronkospuit Hospital (X5 Posts)
          Ekurhuleni Health District (X15 Posts)
          JHB Metro Health District (X1 Post)
          Tshwane District Health Services (X1 Post)
          West Rand Health District (X20 Posts)
          Edenvale Hospital (X3 Posts)
          Far East Rand Hospital (X13 Posts)
          Mamelodi Hospital (X4 Posts)
          Sebokeng Hospital (X7 Posts)
          Weskoppies Hospital (X1 Post)
          Sizwe Tropical Hospital (X1 Post)
          Rahima Moosa Mother & Child Hospital (X4 Posts)
          Dr George Mukhari Academic Hospital (X5 Posts)
          Bheki Mlangeni Hospital (X9 Posts)
          Heidelberg Hospital (X5 Posts)
          Leratong Hospital (X16 Posts)
          Pholosong Hospital (X7 Posts)
          Thelle Mogoerane Hospital (X42 Posts)
          Cullinan Care and Rehab (X3 Posts)
          Tshwane Rehab Hospital (X1 Post)

REQUIREMENTS : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure good nursing care. Able to plan and organize own work to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other clinicians including report writing.

POST 30/94 : STAFF NURSE (GRADE 3): REF NO: STAFN 33/06/2018 (0030)

SALARY : (SN 3) R228 027 per annum
CENTRE : Odi Hospital (X1 Post)

REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 20 years' appropriate/ recognizable experience in nursing after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To provide quality basic nursing care under the supervision of a Professional Nurse. To practice nursing care safely and ethically in allocated areas. Demonstrate ability to integrate knowledge, skills and attitudes for the care of patients. Perform the prescribed functions as an Enrolled Nurse within the framework of the scope of practice as prescribed by SANC. Good organising and planning skills.
POST 30/95 : ORTHOTIST TECHNICIAN REF NO: MOPT 22/06/2018
Directorate: Orthopaedic Centre

SALARY : Grade 1: R198 273 – R226 707 per annum
CENTRE : Tambo Memorial Hospital (X1 Post)
REQUIREMENTS : Relevant qualification in the field of Footwear technology. Relevant training and experience in the field of footwear technology and manufacturing of footwear. Current registration with the Health Professions of South Africa (HPCSA) as an Orthotic and Prosthetic Footwear Technician plus proof of payment for the period 2018. Knowledge of the Public Service legislations, policies and procedures. Good writing and Communications skills. Planning and organizing skills. Ability to work as a member of the multidisciplinary team.

POST 30/96 : STAFF NURSE (GRADE 2): REF NO: STAFN 33/06/2018 (0020)

SALARY : R192 681 per annum
CENTRE : Steve Biko Academic Hospital (X4 Posts)
South Rand Hospital (X11 Posts)
West Rand Health District (X6 Posts)
Kalafong Hospital (X1 Post)
Tembisa Hospital (X1 Post)
Heidelberg Hospital (X5 Posts)
Sebokeng Hospital (X6 Posts)

REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 10 years’ appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To provide quality basic nursing care under the supervision of a Professional Nurse. To practice nursing care safely and ethically in allocated areas. Demonstrate ability to integrate knowledge, skills and attitudes for the care of patients. Perform the prescribed functions as an Enrolled Nurse within the framework of the scope of practice as prescribed by SANC. Good organising and planning skills.

POST 30/97 : FORENSIC PATHOLOGY OFFICER GRADE 2: REF NO: FOPAT 24/06/2018 (02) (X5 POSTS)

SALARY : R186 813 per annum (R4 764 per annum Danger allowance plus R7 128 per annum Special allowance)
CENTRE : Germiston FPS (X1 Post)
Johannesburg FPS (X1 Post)
Roodepoort FPS (X1 Post)
Sebokeng FPS (X1 Post)
Springs FPS (X1 Post)

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for required registration with the Health Professions Council of South Africa (HPCSA), where applicable in the relevant profession. Registration with the HPCSA and proof of registration, where applicable. A minimum of 10 years’ appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession.

DUTIES : Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff member and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property
incidents scenes Assist in rendering an effective and efficient Forensic autopsy process (with includes evisceration, scribing and typing) accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimen, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

POST 30/98
NURSING ASSISTANT (GRADE 3) REF NO: NUASS 34/06/2018 (0002)

SALARY: R176 331 per annum
CENTRE: Odi Hospital (X3 Posts)
Sebokeng Hospital (X5 Posts)
Carletonville Hospital (X1 Post)
Tembisa Hospital (X1 Post)

REQUIREMENTS: Qualification that allows registration with the South African Nursing Council as a nursing assistant. A minimum of 20 years’ appropriate / recognizable experience after registration with the SANC as nursing assistant.

DUTIES: Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical standards and self-development. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.

POST 30/99
STAFF NURSE (GRADE 1): REF NO: STAFN 33/06/2018 (0010)

SALARY: (SN 1) R161 376 per annum
CENTRE: Steve Biko Academic Hospital (X4 Posts)
Helen Joseph Hospital (X5 Posts)
South Rand Hospital (X11 Posts)
West Rand Health District (X6 Posts)
Sizwe Tropical Hospital (X1 Post)
Kalafong Hospital (X1 Post)
Tembisa Hospital (X1 Post)
Heidelberg Hospital (X5 Posts)
Sebokeng Hospital (X6 Posts)

REQUIREMENTS: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Measure, record and interpret vital signs. Ensure personal hygiene of patients. Sustain nutritional status of patients. Facilitate the mobility of patients. Facilitate the elimination process. Willing to work shifts including night duty in different departments. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.

POST 30/100
FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: FOPAT 24/06/2018 (01)
(X2 POSTS)

SALARY: R158 595 per annum (R4 764 per annum Danger allowance plus R7 128 per annum Special allowance)
CENTRE: Carletonville FPS (X1 Post)
               Johannesburg FPS (X1 Post)
REQUIREMENTS: Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for required registration with the Health Professions Council of South Africa (HPCSA), where applicable in the relevant profession. Registration with the HPCSA and proof of registration, where applicable. No experience required after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession.
DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

POST 30/101: ASSISTANT MEDICAL ORTHOPTIST/PROSTHETIST REF NO: ASMO/P 23/06/2019
Directorate: Orthopaedic Centre
SALARY: Grade 1: R158 595 – R181 332 per annum
CENTRE: Tambo Memorial Hospital (X1 Post)
REQUIREMENTS: Relevant qualification in the field of Orthotics and Prosthetics. Relevant training and experience in the field of orthotic and prosthetic device manufacturing under guidance of a qualified Medical Orthotist and Prosthetist. Current registration with the Health Professions of South Africa (HPCSA) as an Orthotic and Prosthetic Assistant plus proof of payment for the period 2018. Knowledge of the Public Service legislations, policies and procedures. Good writing and Communications skills. Planning and organizing skills. Ability to work as a member of the multidisciplinary team.

POST 30/102: DENTAL ASSISTANT REF NO: DENTASS 10/06/2018
SALARY: Grade 1: R158 595 per annum
CENTRE: Pretoria Oral & Dental (X1 Post)
         Wits Oral & Dental (X2 Posts)
         Sedibeng Health District (X1 Post)
REQUIREMENTS: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the HPCSA as Dental Assistant.
DUTIES: Dental assistance to Dentist and students. Maintenance of infection control standards and waste management. Co-ordinate and organize students and general ward activities. Perform administrative duties to patients. Assisting in student and departmental activities. Rotation in other departments.

POST 30/103: NURSING ASSISTANT (GRADE 1) REF NO: NUASS 34/06/2018 (0001)
SALARY: R124 788 per annum
CENTRE: Steve Biko Academic Hospital (X16 Posts)
         Jubilee Hospital (X2 Posts)
         Kopanong Hospital (X2 Posts)
         Odi Hospital (X3 Posts)
         Edenvale Hospital (X5 Posts)
         Sizwe Tropical Hospital (X1 Post)
Tshwane Rehab Hospital (X1 Post)
Pretoria West Hospital (X1 Post)
Weskoppies Hospital (X1 Post)
Heidelberg Hospital (X5 Posts)
Kopanong Hospital (X2 Posts)
South Rand Hospital (X13 Posts)
Sebokeng Hospital (X5 Posts)
Tembisa Hospital (X2 Posts)

REQUIREMENTS
: Qualification that allows registration with the South African Nursing Council as a nursing assistant.

DUTIES
: Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical standards and self-development. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.

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
: 20 August 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). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.
OTHER POSTS

POST 30/104 : ASSISTANT DIRECTOR: PUBLIC FINANCE (X1 POST)

Re-advertisement. This position was previously advertised in circular 23, post 23/99. Those who applied previously are encouraged to re-apply as requirements were amended.

Chief Directorate: Public Finance

SALARY : R356 289 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA), in Finance/Economics/ Econometrics/Statistics/Financial Information Systems. A post graduate qualification will be an added advantage. Minimum 3-5 years relevant experience. Proficiency required in: Microsoft Office Suite (especially Excel, Word and Access; experience spreadsheet automation and VBA would be an added advantage) in the following: Experience with large datasets, analysis and data manipulation; Spreadsheet Modelling and forecasting techniques, Ability to contextualise and apply statistical metrics to said datasets, Experience with Government Systems and Tools – Spreadsheet Models, PERSAL, BAS, SAP, Vulindlela – Knowledge of data mining techniques (Familiarity with SQL would be an added advantage). Applicants who meet the minimum requirements will be subjected to a proficiency test in MS Excel and data manipulation as part of the selection process.

DUTIES : The incumbent will be responsible for: Assisting in research projects and analyse resource allocations, spending and performance of departments Provide assistance to the Public Finance Directorate and Treasury management in support to departments and agencies to effectively utilise public resources; Manage electronic versions of documentation relevant to the budget process; assist in maintaining database of financial and non-financial information and performance indicators for all Gauteng provincial departments; Assist in the guidance and development of the public finance unit’s skill set with regard to information collection, dissemination and analysis; and develop in year monitoring and forecasting models (MS Excel) for the Public Finance Unit

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: 011 227-9000

POST 30/105 : ASSISTANT DIRECTOR: MONITORING & EVALUATION

Directorate: Corporate Performance Monitoring & Evaluation

SALARY : R356 289 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : 3-year tertiary qualification in public administration, National Diploma or degree. 3-5 years’ relevant experience relating to public administration, with experience in either performance monitoring and evaluation, research and/or policy development. Report writing skills. Presentation skills. Team work. Data analysis.

DUTIES : Conducting research to identify possible areas for evaluation. Conducting evaluability assessments. Developing evaluation plans. Conducting evaluations. Managing evaluations. Compiling evaluation reports. Following up implementation of evaluation recommendations. Providing administrative assistance relating to the evaluation function including record keeping, meeting minutes and logistics. Involvement in performance monitoring and analysis. Providing technical advice and ensuring adherence to planning, monitoring and evaluation tools and procedures. Overseer timeous generation and submission of reports and quality assures submissions. Conduct monitoring functions when required.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: 011 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400

FOR ATTENTION: Ms R Makhalemele, Tel No: (011) 820 0336

CLOSING DATE: 10 August 2018

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POST

POST 30/106: SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2018/07/10

SALARY: R299 709 per annum
CENTRE: Ekurhuleni Region

REQUIREMENTS: A three-year National Diploma/ Bachelor’s Degree in Accounting, Financial Management or equivalent qualification with 2-3 years’ experience in the NPO Environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid code B driver’s license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES: Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO’s. Implement transfer payment to funded NPO’s. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

ENQUIRIES: Refiloe Makhalemele Tel No: (011) 820 0336

NOTE: Errors & Omissions Expected
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

APPLICATIONS
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

CLOSING DATE
10 August 2018

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.

MANAGEMENT ECHELON

POST 30/107
DIRECTOR: ETHEKWINI DISTRICT OFFICE: REF NO: G43/2018
Cluster: Integrated Health Service Delivery: Operation South Service Area

SALARY
An all-inclusive SMS Salary Package of R948 174 per annum.

CENTRE
EThekwini Health District Office

REQUIREMENTS
An undergraduate qualification (NQF7) in Clinical Health Science; PLUS A minimum of 5 years Middle/Senior Managerial experience in Management; PLUS Unendorsed valid Code B driver’s license (Code 08). Recommendations: Post-graduate degree in Public Health and/or Health Systems Management. 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. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the General Manager: Operations South Eastern Area, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the primary health care approach through the District Health System within eThekwini, and as such The ideal candidate must have: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Have the following:- strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client
orientation and customer focus and communication skills. Possess strong leadership to ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District; provide strategic direction to Institutions; mediate processes for the allocation of resources to Institutions; build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for. Have the ability to assess and manage the performance of the District Health System and directly supervised staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

**DUTIES:**

Ensure that the Service Area, within existing resource limitations, is functioning optimally in the delivery of health services based on the primary health care approach and the prescribed referral arrangements. Ensure the development and implementation of integrated and costed Annual Health Service Delivery Plan for the Service Area and outreach areas based on the Annual Performance and Service Transformation Plans of the Department, burden of disease and other specific needs of the District and the Executing Authority Lead Projects. Ensure the development, implementation and maintenance of an Infrastructure Development Plan for the Service Area based on equity and prioritized service delivery needs. Ensure the effective, efficient and economical management and utilization of resources allocated to the Service Area as outlined in the legislative framework for good governance. Ensure the implementation of effective and efficient corporate governance systems, communication arrangements, referral arrangements and reliable health data/information and statistical within the Service Area. Ensure the establishment of a highly motivated, well-developed and adequate health care workforce in the Service Area.

**ENQUIRIES:**

Mr J Mnobebele Tel No: 033- 846 7271

**OTHER POSTS**

**POST 30/108:**

HEAD: CLINICAL UNIT: PAEDIATRIC SURGERY REF NO: HCUPAEDSURG/1/2018 (X1 POST)

**SALARY:**

An all-inclusive flexible remuneration package of R1 643 352 per annum all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post (excluding Commuted Overtime)

**CENTRE:**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS:**

Applicants must be registered as a Specialist Paediatric Surgeon or sub-specialist in Paediatric Surgery with the Health Professions Council of South Africa for at least three (3) years and have three (3) years post registration experience as a Specialist Paediatric Surgeon/ subspecialist. Knowledge, Skills, Training and Competency Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Paediatric Surgery including all aspects of General Paediatric surgery, neonatal surgery, paediatric urology, Paediatric oncology and minimally invasive surgery. Surgical skills in the operative management of diseases within the specialty is an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a Paediatric surgical unit in an accredited academic centre either within the country or elsewhere. Counselling and conflict resolution skills. Leadership, administration, programmes planning, assessment of patients within his/her field of expertise. Ability to communicate at a higher level including management and other institutional role-players. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and
requirements as determined by the Health Professions Council of South Africa in Paediatric Surgery.

**DUTIES**

To be primarily in charge of the Administration and management of the Clinical Paediatric Surgery Services, at IALCH and to lead the day to day running of the department in conjunction with the Head of Department. Provide Clinical Services to Paediatric Surgery patients at IALCH. To provide Clinical Services to Paediatric Surgery patients in other state hospitals when requested by the HOD as part of outreach. Participate in the training, teaching and examinations of paramedical and medical under and postgraduate students in the field of Paediatric Surgery. Establish protocols for the management of Paediatric surgery patients undergoing treatment in the specialized units at IALCH. Coordinate with the Heads of other Departments/ Units within IALCH and the relevant role players in the referring hospitals to ensure that patients requiring specialized Paediatric Surgery services are channelled appropriately and receive the highest quality of care. Coordinate with the Heads of departments of Paediatric Disciplines and Critical Care Medicine to ensure optimal care of all Paediatric patients at IALCH. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. To compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis for Paediatric Surgery. Develop outreach programmes in the areas of the Province in association with the Department of Health's Outreach Programme. Develop clinical audit programmes for the management of Paediatric surgical patients in IALCH. Develop a research programme in Paediatric Surgery. Develop measures to ensure quality assurance. Research interest and administrative abilities are regarded as key performance areas. Be part of a multi-disciplinary team when deemed necessary.

**ENQUIRIES**

Dr MH Sheik Gafoor Tel No: 031-2401579/80

**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 complete 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, e.g ref APRO/11/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S & T claims.

**CLOSING DATE**

17 August 2018

**POST 30/109**

MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER: REF NO: G47/2018

Cluster: District Health Services

**SALARY**

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

**CENTRE**

Turton 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 N Mkhize Tel No: 039 - 688 3000

**APPLICATIONS**

All applications should be forwarded to: The District Director: Ugu District Health Office: Private Bag X735 Port Shepton 4240 OR Hand delivered to: Bissett Street, entrance on Nelson Mandela Drive Port Shepstone 4240.

**FOR ATTENTION**

Mrs T Madlala

**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 Vitæ, 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**

10 August 2018

**POST 30/110**

MEDICAL SPECIALIST-(ENT SURGERY) GRADE 1, 2, 3 REF NO: GS 38/18

Component: ENT Surgery

**SALARY**

- **Grade 1:** R1 051 368 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.
- **Grade 2:** R1 202 112 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.
- **Grade 3:** R1 395 105 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime.

**CENTRE**

Greys Hospital: PMB Metropolitan Hospitals Complex (Including Greys, Edendale and Northdale Hospital)

**REQUIREMENTS**

A Qualification in Health Science Plus Registration with Health Professions Council of South Africa as a Medical Specialist in the relevant discipline Proof of current
registration with HPCSA as a specialist ENT surgeon. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in the relevant discipline. Knowledge, Skills, Training and Competency Required: Knowledge of appropriate specialist level procedures and protocols within the field of ENT surgery. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, Project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

**DUTIES**

Participate in the delivery of an in-patient inter-disciplinary coordination of the management of ENT patients supervision of the medical officers in rotating through the unit; ensuring the highest standards of clinical, professional, and ethical behaviour; undertake teaching of undergraduate medical students, medical officers, and allied health care personnel; conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Develop management protocols for ENT service in accordance with Provincial, Hospital and Departmental policies; Provide appropriate surgical care to ENT surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising ENT surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of ENT surgery staff; allocating ENT surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in and co-ordinate all academic and clinical meetings of the ENT surgery department; Participate in the departmental outreach program Participate in and co-ordinate departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields; Any other duties as assigned by the Head of Department.

**ENQUIRIES**

Dr V Govindasamy Tel No: 033 897 3379 or Dr Senast Van Wyk Tel No: 033 897 3064

**APPLICATIONS**

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION**

Mrs. L. Mtanti

**NOTE**

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) 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 38/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**

10 August 2018
POST 30/111  :  CHIEF EXECUTIVE OFFICER REF NO: G45/2018
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 authoritative 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 Salary Level 12
CENTRE  :  Fort Napier 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). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES  :  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: Maxitimise 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  :  Ms NM Zuma – Mkhonza Tel No: 033- 897 1000
APPLICATIONS  :  All applications should be forwarded to: The District Director: Umgungundlovu District Health Office: Private Bag X9124, Pietermaritzburg, 3200 OR Hand delivered to: 171 Hoosen Haffajee (Former Berg Street Pietermaritzburg).
FOR ATTENTION  :  Miss N Zwane
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 : 10 August 2018

POST 30/112 : CHIEF EXECUTIVE OFFICER REF NO: G46/2018
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 Salary Level 12
CENTRE : Dundee 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 (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : 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
APPLICATIONS: Mrs GC Shabangu Tel No: 034-299 9100
FOR ATTENTION: Mr N Shezi
NOTE: All applications should be forwarded to: The District Director: Umzinyathi District Health Office: Private Bag X2052, Dundee, 3000 OR Hand delivered to: 34 Wilson Street Dundee.

APPLICATIONS: All applications should be submitted to 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: 10 August 2018

POST 30/113: MEDICAL OFFICER REF NO: MOANAES/2/2018 (X1 POST)

Department: Anaesthetics

SALARY: Grade 1: Medical Officer R780 612 per annum all-inclusive salary package excluding Commuted overtime.
Grade 2: R892 551 per annum all-inclusive salary package excluding commuted overtime.
Grade 3: R1 035 831 per annum all-inclusive salary package excluding commuted overtime.

CENTRE: IALCH

REQUIREMENTS: MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. DA (SA) or equivalent. Recommendation: Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations. Grade 1: No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies
Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

DUTIES: Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH. Assist in co-ordination and implementation of training programmes pertaining to the specialty of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES: Dr S Bechan Tel No: 031-240 1762/2450

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

CLOSING DATE: 17 August 2018

POST 30/114: MEDICAL OFFICER REF NO: MOPAEDMED/1.2018
Department: Paediatric Medical

SALARY: Grade 1: R780 612 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted overtime.
Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted Overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Current registration with Health Professions Council as a Medical Practitioner. Completion of the Community service appointment. Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and
Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**
- Participate in the daily work and after-hours service of the Paediatric Medical Department. Provide services for Paediatric Haematology Oncology, the neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient.
- To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital.

**ENQUIRIES**
- Dr R Thejpal (0825624491)

**NOTE**
- An Application for Employment Form (Z83) must be complete 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 APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S & T claims.

**CLOSING DATE**
- 17 August 2018

**POST 30/115**
- MEDICAL OFFICER REF NO: NEUROLOGY MO/2/2018 (X2 POSTS)
- Department of Neurology

**SALARY**
- Grade 1: R780 612 per annum (All-inclusive Salary Package) excluding Commuted Overtime
- Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding commuted overtime.
- Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted overtime.

**CENTRE**
- IALCH

**REQUIREMENTS**
- Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Possession of the Part 1 of the FCN degree will be considered as an advantage. Candidates must be South African citizens or be in possession of documentary proof of permanent residence. **Grade 1:** Experience: At least 6 months in internal medicine at MO level or above. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified
employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills.

**DUTIES**: Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Attend an ongoing medical management of patients with acute and chronic neurology conditions. Participate in after-hours calls system. Postgraduate education, personal development and participation in all academic meetings. Rotation between the two units within the discipline as determined by the head of department.

**ENQUIRIES**: Prof Al Bhigjee Tel No: (+27)31-240 2359 / 2363

**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 complete 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. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S & T claims.

**CLOSING DATE**: 17 August 2018

**POST 30/116**: OPERATIONAL MANAGER (PHC SUPERVISOR): REF NO: NKAH PHCS 01/2018
Department: Nkandla Hospital PHC Services

**SALARY**: R532 449 – R599 274 per annum; Other Benefits: Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 8% rural allowance

**CENTRE**: Nkandla District Hospital

**REQUIREMENTS**: Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of nine (09) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing of which at least five (05) years must be appropriate experience after obtaining the one (01) year post basic qualification in Primary Health Care. Current SANC receipt (2018). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Nursing Administration. Valid driver’s licence. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations; Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision-making. Ability to provide mentoring and couching to her / his supervises. Leadership and supervisory skills.

**DUTIES**: Supervision of all Primary Health Care services within the institution. Provision of quality comprehensive community health care. Analyze the operational
imperatives set in the National PHC package of services, national health norms and standards, provincial strategic and annual plans, policies and guidelines. Monitor PHC outputs and services on a monthly basis to review performance and provide feedback to PHC units, facilities and their management, as well as sub-district, hospital and district management. Evaluate PHC services in terms of standards outcomes and impact indicators by analysis of data. Facilitate and ensure an integrated and inter sectoral approach in planning and implementation at all facilities, units and teams to provide comprehensive PHC approach to community, family interventions and PHC clinic services. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Contribute to the realization of ideal clinic (ICRM) status. Implement and monitor staff performance in terms of EPMDs. Advocate for resources at management level and have input into the budget for PHC in the service area. Ensure effective, efficient and economical use of allocated resources.

ENQUIRIES : Mrs SJ Nguse (Deputy Manager Nursing) Tel No: 035-833 5000 EXT 5047
APPLICATIONS : Applications should be directed to: The Acting Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.
FOR ATTENTION : Mrs. SG Masikane)
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. African males are encouraged to apply.

CLOSING DATE : 17 August 2018
POST 30/117 : OPERATIONAL NURSING MANAGER – (PHC-GATEWAY CLINIC) REF NO: HRM 34/2018 (X1 POST)
SALARY : GR 1: R532 449 – R599 274 per annum. Other Benefits: medical aid (optional), housing Allowance employee must meet prescribed requirements
CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, Basic R425 degree/diploma in General Nursing and Midwifery, Post basic diploma in clinical assessment, treatment and care, Minimum of 9 years appropriate/recognizable experience after registration as a professional nurse with SANC in General Nursing, proof of current registration with SANC (2018), at least 5 years of the period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Knowledge, Skills, Training and Competencies Required: Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework, Knowledge of nursing care processes and procedures, nursing statutes and other
relevant legal framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills, financial and budgetary knowledge pertaining to the relevant resources under management, insight into procedures and policies pertaining nursing care, computer skills in basic programs.

**DUTIES**: Ensure that implementation of all priority programs in the clinics are implemented and monitored, manage and monitor proper utilization of human, financial, physical and material resources, deal with the disciplinary and grievance matters including monitoring and managing absenteeism, provision of administrative services by planning, organizing and ensure the availability of medication and essential equipment in all clinics, monitor and evaluate HR performances EPMDs for all relevant staff, ensure data management in all clinics is implemented and monitored, implement and provide support to OPERATION SUKUMA SAKHE (flagship program), monitor infection prevention and control in the clinic, ensure that clinic committees are functional, maintain good relations with community stakeholders, ensure compliance to National Core Standards and Ideal Clinic Realization.

**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. 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** : 17 August 2018

**POST 30/118** : CLINICAL PROGRAMME COORDINATOR-INFECTION & PREVENTION CONTROL: GRADE1 REF NO: UMZIN 07/2018

**SALARY** : R420 318 - R473 067 per annum. Other Benefits: 13th cheque Medical aid: Optional Homeowner’s allowance: Employee must meet prescribed requirements Rural allowance on claim basis

**CENTRE** : Umzinyathi Health District Office

**REQUIREMENTS** : Grade 12/ Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver’s License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Project management; Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and
the ability to acquire new knowledge swiftly. A clear understanding of challenges facing the Public Sector.

**DUTIES**: Ensure proper waste management within the district. Build capacity to clinical and non-clinical workers in the district. Strengthen surveillance in clinic and district and TB hospitals including Forensic mortuaries and EMS. Increase number of clinics and hospitals compliant to IPC (above 80%). Ensure cleanliness is sustained in all facilities. Assist with ensuring that all facilities are accredited as ideal facilities. Ensure the outbreak response teams are in place and fully functional. IPC policies are fully implemented and monitored. All assessments and reports are completed and submitted to the relevant managers timeously.

**ENQUIRIES**

Mrs. DJ Govender Tel No: (034) 2999 113

**APPLICATIONS**

All applications should hand delivered to: Umzinyathi Health District Office Human Resource Office 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 Dundee 3000

**FOR ATTENTION**

Ms. ML Nkosi

**NOTE**

The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website- www.kznhealth.co.za. Curriculum Vitae, certified copies of Identity document, marriage certificate, driver’s license, highest educational qualification and professional registration certificates – not copies of certified copies. The Post Reference Number must be indicated in the column provided on the Z.83. Reference number (UMZIN 06/2013). Failure to comply with the above instruction will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged, only the short-listed applicants will be advised of the outcome. (This institution is an equal opportunity, affirmative action employer, whose aim is to promote representativity at all levels of different occupational categories in the institution and People with disabilities are encouraged to apply for the post/s). NB: please note that due to financial constraints, there will be no payment of S & T claims.

**CLOSING DATE**

10 August 2018

**POST 30/119**: CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCH/IZINGOLWENI 05/2018 (X1 POST)

**SALARY**

Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE**

Murchison Hospital – Izingolweni PHC

**REQUIREMENTS**

Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, Previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1**: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. **Grade 2**: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and
emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRIES
Mr TM Mkhize Tel No: 039-6877311 EXT 130

APPLICATIONS
All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ Izingolweni 5/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE
10 August 2018

POST 30/120
PROFESSIONAL NURSE- GENERAL STREAM: REF NO: EB5/2018 (X2 POSTS)
Component: Maternity

SALARY
R241 908 per annum
Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE
East Boom Community Health Centre

REQUIREMENTS

DUTIES
Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patient’s rights. Ensure and advocate for the provision and supervision of patients needs. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT,CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery Provide quality nursing care for
patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention, Occupational Health and safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of the National Core Standards and IDEAL clinic. Provide adequate health education, awareness and be involved in campaigns. Promote women’s mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.

ENQUIRIES
APPLICATIONS
Ms ACT Khumalo Tel No: (033) 264 4900
All applications must be forwarded to: The Human Resource Manager East Boom CHC Private Bag X4018 or hand delivered to 541 Boom Street, Pietermaritzburg 3201

FOR ATTENTION
NOTE
Mr. G Sokhela
The following documents must be submitted: Application for employment Form Z83 which is obtainable at any Government Department OR from website www.kznhealth.gov.za (Z83 must be fully completed), Certified copies of highest educational qualifications and certified copy of ID Documents – not copies of certified copies. Curriculum Vitae. The reference number must be indicated in the column provided in the form Z83 People with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications 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. Applications 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 Residence/ work Permit holders must submit a documentary proof together with their applications. NB: Employment Equity Target for this post is: African Male.

CLOSING DATE
10 August 2018
ANNEXURE R

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

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

APPLICATIONS: All applications should be directed to: The Head of Department OR Hand delivered to: Building No 3 Nelspruit 1200; Private Bag X 11285 Nelspruit; 1200
FOR ATTENTION: Ms Glory Mokone.
CLOSING DATE: 10 August 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained.
NOTE: Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms). Apply as early as possible to avoid disappointments, please.

MANAGEMENT ECHELON

POST 30/121: DIRECTOR: TB CONTROL – PROVINCIAL OFFICE, NELSPRUIT REF NO: MPDOH/JULY/18/02

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

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA or equivalent qualification, preferably in Public Health. At least 5 years’ experience at a Middle Management in the HIV and Aids, and TB management. Must possess extensive leadership skills, Strategic capability, Financial Management, Programme and Project Management, Service Delivery Innovation, Communication (written and verbal) skills, People Management and Empowerment, Problem Solving and Analysis, Stakeholder Management, Customer Service, Knowledge Management and Research. Knowledge and understanding of Primary health Care and District Health System, Key Health Policies and National Health Programmes including HIV and Aids, STI and TB, and relevant government policies and prescripts. Must have code 08 Drivers License.

DUTIES: Provide strategic leadership to the TB Directorate. Coordinate the implementation of policies and activities for effective TB Control. Formulate policies and develop norms and standards for the in-patient care unit of the TB Control Programme. Collaborate, Monitor and evaluate Laboratory, pharmaceutical and other service providers for inpatient care and DR-TB activities. Develop inpatient care and infection control strategies and protocols for the hospitals. Monitor and evaluate all hospital TB indicators and the EDR web. Ensure that infection control measures and guidelines are implemented. Render efficient and effective management of ETR.Net and EDR web systems. Plan and coordinate to ensure effective and efficient capacity building on TB management. Strengthen the implementation of the DOTS strategy including TB/HIV collaboration. Develop guidelines for the
implementation of the DOTS strategy. Coordinate the implementation of the DOTS strategy in the Province. Facilitate capacity building and support to PHC facilities and all Stakeholders in TB Control. Monitoring and Evaluation of all components of the STOP TB strategy. Collaborate with District management teams in planning and the implementation of the DOTS strategy. Strengthen the integration of TB services into the PHC package services. Ensure effective integration of TB programme at provincial, district, sub district and facility level. Financial management for the programme.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
NOTE: The shortlisted candidates will need to undergo a competency assessment

POST 30/122: DIRECTOR: EMERGENCY MEDICAL SERVICES, PLANNED PATIENT TRANSPORT SERVICES AND DISASTER MANAGEMENT REF NO: MPDOH/JULY/18/03

SALARY: R948 174 per annum Level 13. All-inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment.
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: The ideal candidate must be in a possession of an appropriate Bachelor’s Degree /NQF level 7 coupled with 5 years’ relevant experience at middle managerial level in public and or municipal sector. A post graduate qualification will be an added advantage. The successful candidate must have: Sound knowledge of relevant legislations & policies, Knowledge in terms of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service, Awareness & understanding of service delivery environment, Knowledge of Financial Management, project management, Team development and problem solving skills, Problem solving, decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid driver’s license.
DUTIES: The successful candidate will be required to provide strategic leadership for the implementation of quality Emergency Medical Services, Planned Patient Transport, Disaster management and Rescue Services for the province. Coordinate, manage and strengthen monitoring and evaluation systems of EMS. Facilitate implementation of an integrated information system for the EMS Communication Centres. Facilitate disaster management awareness, preparedness and capacity building and disaster management emergency responses. Establish and maintain communication links between all spheres of government. Ensure proper management of assets within the directorate. Develop internal control systems for efficient management of resources within the directorate. Ensure training of EMS personnel at various levels and categories. Develop Strategic and Operational plans in line with the national and provincial priorities. Improve and strengthen provision of emergency medical services and planned patient transport in the province. Oversee implementation of national and provincial policies.
ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
NOTE: The shortlisted candidates will need to undergo a competency assessment

OTHER POSTS
POST 30/123: CHIEF MECHANICAL ENGINEER (ENGINEERING AND TECHNICAL SERVICES) - REF NO: MPDOH/JULY/18/21

SALARY: Grade A: R991 281 – R1 133 427 per annum. OSD
Grade B: R1 202 988 – R1 880 367 per annum. OSD
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Degree in Engineering. Registered as a professional engineer with ECSA. [Electrical or Mechanical]. Six years’ experience after registration as a professional. Valid Drivers’ Licence.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/124: CHIEF ARCHITECT (INFRASTRUCTURE PLANNING) - REF NO: MPDOH/JULY/18/22 [X3 POSTS]

SALARY: R854 154 – R976 635 per annum (OSD Requirements)
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Six years’ experience after registration as a professional. Valid Drivers’ License.
DUTIES: Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning; prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research. Manage people and finances.
ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/125: CHIEF ARCHITECT (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/23

SALARY: Grade A: R854 154 – R976 635 per annum. OSD Requirements
Grade B: R1 036 557 – R1 596 294 per annum. OSD Requirements
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Six years’ experience after registration as a professional. Valid Drivers’ License.
DUTIES: Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning; prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research. Manage people and finances.
ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/126: CHIEF QUANTITY SURVEYOR (INFRASTRUCTURE PROGRAMME DELIVERY) REF NO: MPDOH/JULY/18/24

SALARY: Grade A: R854 154 – R976 635 per annum
Grade B: R1 036 557 – R1 596 294 per annum (OSD Requirements)
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: B Degree in Quantity Surveying. Registered as a professional quantity surveyor with SACQSP. Six years’ experience post qualification. Valid Drivers’ License.
DUTIES: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan as prepared by the Implementing Agent(s). Monitor the implementation of Programmes and Projects by the Implementing Agent and the adherence to the Service Delivery Agreement. Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the
Provincial Infrastructure Delivery Framework. [IDMS]. Manage the interface between the end-user/community structures and Implementing Agents. Coordinate and participate in project commissioning, including site visits. Undertake research. Manage people and finances.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/127: MEDICAL OFFICER GR1 - 3 REF NO: MPDOH/JULY/18/04 (X2 POSTS)
(Replacement)

SALARY: R780 612 – R1 035 831 per annum. [OSD requirements depending on years of experience] plus rural allowance

CENTRE: Matikwana Hospital, Amsterdam CHC

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


ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/128: MEDICAL OFFICER GR 1 - REF NO: MPDOH/JULY/18/05 (X5 POSTS)
(Replacement)

SALARY: R780 612 – R840 942 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance and Commuted Overtime in line with prescripts

CENTRE: Embhuleni Hospital (X3 Posts)

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

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

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/129: DEPUTY DIRECTOR: IMMOVABLE ASSETS - REF NO: MPDOH/JULY/18/25

SALARY: R697 011 per annum. (MMS Package to be structured)

CENTRE: Provincial Office, Nelspruit

**DUTIES**: Prepare list of invoices not paid while service has been rendered by the end of each quarter. Reconcile accruals and Commitment to avoid duplications. Liaise/Engage with Department of Public Works, Roads and Transport for listing completeness. Review all payments made after year and if service is rendered before year end ensure invoices are included in accrual list. Commitments: Trace all projects appointment letters. Determine retention for each project in progress. Perform cost accumulation for each project in progress for both the contractor and consultant. Compile a file of appointment letters for all the projects. Update the commitment schedule as we receive new appointment letters. Report capital commitments on quarterly basis to the AFS. Perform monthly reconciliation of cost accumulation per project. Lease commitment: Prepare register of lease commitment running and calculate lease commitment to be disclosed on quarterly basis. Prepare a file of all running lease commitment. Identify all expired lease and remove from lease register/schedule. Retention: Identify retention deducted from each payment certificate and update on the WIP schedule for disclosure note. Prepare a file of retention deducted per project. Record retention amount to the disclosure note of the AFS. Working in progress: Compile list of WIP projects in the current financial year. Formulate the cost accumulation for both the contractor and consultants. Prepare file of each working in progress project. Report working in progress to the note of the AFS on quarterly basis. Transfer WIP to the completed once project is finalized. Immovable Tangible Assets: Prepare list of completed assets in the current year. Compile a list of all completed assets to be surrendered to the DPWRT together with supporting documents. Prepare a file of all completed assets. Prepare a register of all completed assets. Reconcile with the DPWRT on all completed assets. Compile a list of non-cash additions/donations supported by signed Section 42 certificate. Provide reasons for each outstanding invoice not paid. Reconcile with DPWRT on continuously basis regarding payments. Prepare schedule of payments on weekly basis. Provide information regarding budget and expenditure incurred to date at project level. Authorize journals. Prepare and revise departmental policy of immovable assets annually. Supervise the PPO & IRM systems and ensure reports to Treasury are submitted timeously.

**ENQUIRIES**: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

**POST 30/130**: DEPUTY DIRECTOR: HEALTH FACILITY PLANNER (INFRASTRUCTURE PLANNING) - REF NO: MPDOH/JULY/18/26

**SALARY**: R697 011 per annum plus benefits on MMS package

**CENTRE**: Provincial Office, Nelspruit

**REQUIREMENTS**: Degree in any Health Sciences. Valid Drivers’ License. Computer literate, with 3 – 5 Years appropriate experience in health planning from an infrastructure perspective post qualification.

**DUTIES**: Preparation of Strategic Project Briefs for Capex and Maintenance projects. Assist with preparation and review Business Cases in consultation with Health Facilities. Support built environment staff and end users with the development of skills to prepare business cases. Inputs to Infrastructure Plans, Norms and Standards. Project and Programme Implementation. Manage technical services. Design and manage maintenance strategy and system. [Only day-to-day, emergency and routine/preventive maintenance]. Research and development. Perform inspections
and provide transversal technical guidance and advice to Health Facilities within the Province. Financial Management.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

NOTE : (Successful candidates will be subjected to competency assessment)

POST 30/131 : CIVIL/STRUCTURAL ENGINEER (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/27

SALARY : Grade A: R679 338 – R728 400 per annum. OSD
         Grade B: R769 611 – R829 107 per annum. OSD
         Grade C: R879 975 – R1 036 557 per annum. OSD

CENTRE REQUIREMENTS : Provincial Office, Nelspruit

DUTIES : Degree in Engineering Registered as a professional engineer with ECSA. [Civil/structural engineer]. Valid Drivers' License.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate engineering installations, undertake engineering design work and implement corrective measures. Prepare and review the User Asset Management Plan. Implement environmental and health/safety adherence during planning stages of projects. Undertake research. Manage people and finances.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/132 : CIVIL/STRUCTURAL ENGINEER (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/28

SALARY : R679 338 – R728 400 per annum. (OSD Requirements)

CENTRE REQUIREMENTS : Degree in Engineering Registered as a professional engineer with ECSA. [Civil/structural engineer]. Six years’ experience post qualification. Valid Drivers’ Licence. In the first two years of study, the focus is on the development of competencies in mathematics, science, computing, communication and engineering design/problem-solving. Courses in the latter two years include geotechnical engineering, hydrology, hydraulics and infrastructure planning and management, structural engineering and construction materials.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate engineering installations, undertake engineering design work and implement corrective measures. Prepare and review the User Asset Management Plan. Implement environmental and health/safety adherence during planning stages of projects. Undertake research. Manage people and finances.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/133 : MECHANICAL ENGINEER (ENGINEERING AND TECHNICAL SERVICES) – REF NO: MPDOH/JULY/18/29

SALARY : Grade A: R679 338 – R728 400 per annum. OSD Requirements
         Grade B: R769 611 – R829 107 per annum. OSD Requirements

CENTRE REQUIREMENTS : Provincial Office, Nelspruit

DUTIES : Degree in Engineering. Registered as a professional engineer with ECSA. [Electrical or Mechanical]. Valid Drivers’ Licence.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/134 : PHARMACIST GR1 - REF NO: MPDOH/JULY/18/06

SALARY : R655 980 – R696 234 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE : Ermelo Hospital


ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/135 : QUANTITY SURVEYOR (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/30

SALARY : Grade A: R585 366 – R630 597 per annum. OSD
Grade B: R669 300 – R717 636 per annum. OSD
Grade C: R758 241 – R893 175 per annum. OSD

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : University Degree in Quantity Surveying. Registration with SACQSP as a professional quantity surveyor. Three years’ experience after registration as a professional. Valid Drivers’ License.

DUTIES : Develop and maintain quantity surveying planning and costs norms & standards. Prepare policies, strategies, plans, procedures and criteria for all infrastructure projects. Contribute from a quantity surveying perspective project briefs, costing models and operational narratives. Prepare quantity surveyor inputs for the User Asset Management Plan, the project list and Infrastructure Programme Management Plan. Undertake research.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/136 : ARCHITECT - REF NO: MPDOH/JULY/18/31

SALARY : Grade A: R585 366 – R630 597 per annum. OSD Requirements
Grade B: R669 300 – R717 636 per annum. OSD Requirements
Grade C: R758 241 – R893 175 per annum. OSD Requirements

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Three years’ experience after registration as a professional. Valid Drivers’ License.

DUTIES : Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning, prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
POST 30/137 : ASSISTANT MANAGER: NURSING (AREA) (PN-A7) REF NO: MPDOH/JULY/18/07

SALARY : R532 449 – R617 253 per annum plus Rural Allowance 8% of Basic salary (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE : Piet Retief Hospital

REQUIREMENTS : Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Current registration with the South African Nursing Council (SANC). Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID).

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/138 : CANDIDATE QUANTITY SURVEYOR (INFRASTRUCTURE PLANNING) - REF NO: MPDOH/JULY/18/32

SALARY : R506 682 – R537 789 per annum. (OSD Requirements)

CENTRE : Provincial Office, Nelspruit


DUTIES : Infrastructure programme and project planning in line with IDMS; Infrastructure Programme, Implementation and Monitoring, Infrastructure Project Commissioning, Infrastructure Programme and evaluation and Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<table>
<thead>
<tr>
<th>POST 30/139</th>
<th>CANDIDATE QUANTITY SURVEYOR (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/33</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R506 682 – R537 789 per annum (OSD Requirements)</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office, Nelspruit</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Infrastructure programme and project planning in line with IDMS; Infrastructure Programme, Implementation and Monitoring, Infrastructure Project Commissioning, Infrastructure Programme and evaluation and Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)</td>
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<tr>
<th>POST 30/140</th>
<th>PROFESSIONAL NURSE - PN-B2 (SPECIALTY NURSING, THEATRE) REF NO: MPDOH/JULY/18/08</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R445 917 – R454 846 per annum as per (OSD requirements) (Depending on the years of experience in terms of relevant OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Bernice Samuel Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 qualification (Degree / Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science; Operating Theatre. Registration with SANC with both of the qualifications indicated. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC as such. Experience in theatre nursing. Knowledge of nursing care processes, procedures. Nursing statutes and other relevant legal frameworks such as: Nursing Act, National Health Act, Occupational Health and Safety Act, Patient’s Right’s Charter, Batho Pele Principles, etc. Good communication, report and problem solving skills. Valid driver’s license. Good leadership Qualities. Good Interpersonal relation skill. Good Communication skill. Good organizing and planning skill. Ability to work under pressure.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure proper comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standard. Participate in quality improvement programmes. Ensure the implementation of patient’s right charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist Anaesthetic doctor. Manage CSSD Unit and general management of theatre section.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 30/141</th>
<th>ASSISTANT DIRECTOR: RECRUITMENT &amp; SELECTION REF NO: MPDOH/JULY/18/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R444 693 per annum [Level 10] plus benefits</td>
</tr>
</tbody>
</table>
CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: Diploma or Degree in Human Resource Management or Administration plus 06 years relevant experience. Computer literacy. Driver’s License. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development System and Treasury Regulations.

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

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/142: CONTROL ENGINEERING TECHNICIAN (ENGINEERING AND TECHNICAL SERVICES) - REF NO: MPDOH/JULY/18/34

SALARY: R422 139 – R482 676 per annum (OSD Requirements)

CENTRE: Provincial Office, Nelspruit


ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/143: LECTURER GRADE 1 (PN-D1) PRECEPTOR - REF NO: MPDOH/JULY/18/10

SALARY: R362 559 – R420 318 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE: Middelburg Hospital

REQUIREMENTS: Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC.SANC as Professional Nurse in Nursing Education. A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

DUTIES: Provide education and training to student nurses, co-ordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine competencies and exercise control over students.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/144: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT - REF NO: MPDOH/JULY/18/11

SALARY: R356 289 per annum plus benefits

CENTRE: Provincial Office, Mbombela
REQUIREMENTS: A recognized three-year degree or National Diploma in Human Resource Management or Public Administration or any relevant qualification, with at least 3 years’ experience in the administration of Performance Management preferably at supervisory level. Knowledge of the Performance Management system. Good working knowledge of PERSAL and all functions relating to PMDS. Drivers Licence and willingness to travel. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.

DUTIES: The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notched Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/145: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: MPDOH/JULY/18/12 (X2 POSTS)

SALARY: R356 289 per annum [Level 09] plus benefits
CENTRE: Nkangala District, Gert Sibande District, Ehlanzeni District
REQUIREMENTS: A three-year degree/diploma in Accounting or a relevant equivalent NQF Level 6, with at least three years’ relevant Supply Chain Management experience. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and related prescripts. In-depth knowledge of the Logis system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Supervisory skills. Good planning and organisational skills. Good interpersonal relations. Good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

DUTIES: Responsible for the full asset management through to monitoring and reporting. Responsible for the full implementation of the Asset Management Framework and inventory, including the quarterly asset verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset management. Monthly management reports including but not limited to relevant disclosure notes. Responding to Parliamentary questions within the required timeframes. Attending to audit related to Supply Chain Management. Ensuring a well-coordinated and capacitated Supply Chain Management unit.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/146: ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/JULY/18/13 (X2 POSTS)

SALARY: R356 289 per annum [Level 09] plus benefits
CENTRE: Matibidi Hospital
REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (5) years’ experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver’s license.

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

ENQUIRIES
Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/147
ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/35

SALARY
R356 289 per annum plus benefits on MMS package

CENTRE
Provincial Office, Nelspruit

REQUIREMENTS

DUTIES
Capture B5 on PMIS. Capture the projects, budgets and cash flows for current year and future years on PMIS. Capture payments on PMIS: Upload payments, orders, contract documents, payments certificates on immovable assets balancing to the final statement, Upload variation orders. Capture budget adjustments and adjusted cash flows as per B5 on PMIS. Capture and update Human Resource Capacity Report (Organizational structure) on PMIS. Capture project red book on monthly basis on PMIS. Ensure PMIS is done for importing finance information to IRM for reporting on monthly basis to Provincial and National Treasury. Prepare Grants variance reports on monthly basis.

ENQUIRIES
Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/148
PHYSIOTHERAPIST GR1 REF NO: MPDOH/JULY/18/14

SALARY
R300 828 – R342 357 per annum (plus benefits) (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE
Piet Retief Hospital

REQUIREMENTS
BSC in Physiotherapy. Registration with HPCSA as Physiotherapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience. Have completed community service.

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

ENQUIRIES
Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
POST 30/149 : ENVIRONMENTAL HEALTH PRACTITIONER GR1 - REF NO: MPDOH/JULY/18/15

SALARY : R300 828 – R342 357 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE : Piet Retief Hospital

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

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/150 : SENIOR ADMINISTRATIVE OFFICER: PROCUREMENT SERVICES - REF NO: MPDOH/JULY/18/16

SALARY : R299 709 per annum [Level 08] plus benefits

CENTRE : Bethal Hospital

REQUIREMENTS : Appropriate degree or Diploma in Public Management / Supply Chain or Grade 12 or equivalent qualification with at least 5 years’ experience in Supply Chain Management. Knowledge of the following policies and regulations: PFMA, PPPFA and Warehouse policies. Practical experience on the LOGIS/BAS system that is used in the Department of Health. Knowledge and experience as a System Controller will be an added advantage. Have the ability to work under pressure, good communication skills, interpersonal relations, problem solving, reporting writing, planning and organizational skills and be computer literate.

DUTIES : Monitor users on the LOGIS System and maintain security profiles. Registration of new users and resetting of user passwords. Termination of access when users leave the system or department. Draw report of workflow monthly to ensure monitoring of compliance to security profile measures. Ensure Segregation of duties in procurement. Maintain commitment register and report on commitments monthly. Maintain a record of all printed purchase orders. Prepare documents for SCM committee. Monthly / quarterly / annual reporting on issues relating to Procurement. Liaising with suppliers and attend to enquiries. Comply with all policies pertaining to supply chain management.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/151 : SENIOR STATE ACCOUNTANT - REF NO: MPDOH/JULY/18/36

SALARY : R299 709 per annum plus benefits.

CENTRE : Provincial Office, Nelspruit

**DUTIES**: Prepare list of invoices not paid while service has been rendered by the end of each quarter. Reconcile accruals and Commitment to avoid duplications. Liaise/Engage with Department of Public Works, Roads and Transport for listing completeness. Review all payments made after year and if service is rendered before year end ensure invoices are included in accrual list. Commitments: Trace all projects appointment letters. Determine retention for each project in progress. Perform cost accumulation for each project in progress for both the contractor and consultant. Compile a file of appointment letters for all the projects. Update the commitment schedule as we receive new appointment letters. Report capital commitments on quarterly basis to the AFS. Perform monthly reconciliation of cost accumulation per project. Lease commitment: Prepare register of lease commitment running and calculate lease commitment to be disclosed on quarterly basis. Prepare a file of all running lease commitment. Identify all expired lease and remove from lease register/schedule. Retention: Identify retention deducted from each payment certificate and update on the WIP schedule for disclosure note. Prepare a file of retention deducted per project. Record retention amount to the disclosure note of the AFS. Working in progress: Compile list of WIP projects in the current financial year. Formulate the cost accumulation for both the contractor and consultants. Prepare file of each working in progress project. Report working in progress to the note of the AFS on quarterly basis. Transfer WIP to the completed once project is finalized. Immovable Tangible Assets: Prepare list of completed assets in the current year. Compile a list of all completed assets to be surrendered to the DPWRT together with supporting documents. Prepare a file of all completed assets. Prepare a register of all completed assets. Reconcile with the DPWRT on all completed assets. Compile a list of non-cash additions/donations supported by signed Section 42 certificate. Payment analysis: Prepare payment analysis and reconcile from date received to the payment date. Provide reasons for each outstanding invoice not paid. Reconcile with DPWRT on continuously basis regarding payments. Prepare schedule of payments on weekly basis. Identify misallocations, Compile and capture journals on monthly basis where necessary.

**ENQUIRIES**: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

**POST 30/152**

**ENGINEERING TECHNICIAN (ENGINEERING AND TECHNICAL SERVICES)**  
**REF NO:** MPDOH/JULY/18/38

**SALARY**: Grade A: R293 652 – R314 853 per annum (OSD Requirements)  
Grade B: R334 179 – R360 240 per annum (OSD Requirements)

**CENTRE**: Provincial Office, Nelspruit


**ENQUIRIES**: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

**POST 30/153**

**CHIEF ADMINISTRATION CLERK: RECORDS MANAGEMENT - REF NO:** MPDOH/JULY/18/17

**SALARY**: R242 475 per annum [Level 07] plus benefits

**CENTRE**: Provincial Office, Nelspruit

**REQUIREMENTS**: Grade 12 Certificate plus 03 years’ experience or Diploma/ Degree in Administration or supported by proven track records in registry functions, A Certificate In records management classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize ,computer literacy (word ,excel power point)goad interpersonal relations ,good communication and writing skills , people management.
DUTIES: Rendering of records keeping functions, rendering of fax services, Supervise registry personnel and assist in the development of performance instruments, development of performance instruments, develop and maintain control registers, training of registry personnel.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/154: CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION (X2 POSTS) - REF NO: MPDOH/JULY/18/18
(Re-advertised)

SALARY: R242 475 per annum (Level 07) plus benefits
CENTRE: Bernice Samuel Hospital, Matikwana Hospital
REQUIREMENTS: Grade 12 Certificate plus 03 years’ experience or Diploma/ Degree in Administration. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24 hour shift environment and be part of the hospitals multi-disciplinary committees. A valid driver licence Code B will serve as an added advantage.

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

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/155: CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES - REF NO: MPDOH/JULY/18/19

SALARY: R242 475 per annum (Level 07) plus benefits
CENTRE: Middelburg Hospital
REQUIREMENTS: Grade 12 Certificate plus 03 years’ experience or Diploma/ Degree in Administration. Knowledge of applicable prescripts and regulations governing public service. Hard worker. Computer literacy. Inter-personal relations. Ability to work independently. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure.

DUTIES: Implement policies and processes on office support services. Facilitate and render general office support service (cleaning, gardening Porters and Mortuary). Monitor housekeeping services. Monitor food services. Monitor laundry services.

ENQUIRIES: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/156: DENTAL ASSISTANT - REF NO: MPDOH/JULY/18/20

SALARY: R96 549 per annum [Level 02] plus benefits
CENTRE: Witbank Hospital
REQUIREMENTS: Grade 12 or equivalent. Understanding of the Oral Health environment. Experience in oral health services will be an added advantage. Ability to do physical labour, Ability to liaise with all stakeholders and other team players.

DUTIES: Assist in the daily functioning of the Oral Health department. Register patients and keep record of services provided to patients on daily basis. Maintain records of QA tests and inspections conducted in the section.
ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
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: complete application forms and supporting documents, quoting the relevant reference number, should be forwarded to the human resources management and development directorate, department of economy and enterprise development, private bag x15, mmbatho 2735 / hand delivered to nwdc building, cnr university drive and provident streets, mmbatho, 2735. all applications should reach the department by 16h30 on the closing date. applications received after the closing date will not be accepted.

closing date: 10 august 2018

note: applications must be on a z83 form, obtainable from any public service department, and must be accompanied by a comprehensive cv (including full particulars of training, educational qualifications, skills, competencies and knowledge). all educational qualifications will be verified, and they must be certified copies of the original educational certificates. certified copy of the identity document or national identity card must be attached as well. the date on certifying stamp must not be older than 3 months. 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 shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interview. 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).

management echelon

post 30/157: chief director – integrated economic development services
ref no: 23/deed/2018/nw
(re-advertisement)
(those who had previously applied are advised to re-apply as there are changes in the inherent requirements of the post.)

salary: all-inclusive remuneration package of r1 127 334 per annum (salary level 14). 60% or 70% of the inclusive salary package must go into the basic salary. (n.b. 60% is applicable to all persons appointed to the sms from outside the public service). the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the government employees pension fund and a flexible portion that may be structured according to the employee’s personal needs.

centre: mahikeng / mmbatho

requirements: post graduate qualification (nqf 8) in economics or economic development or economic management and analysis or entrepreneurship. advanced qualification(s) in the afore-mentioned fields of study will be an added advantage. applicants must include grade 12 certificate and other post matric qualifications. minimum of five (5) years’ experience in related working field at senior management level in the public service or equivalent to sms level from other sectors. internationally obtained educational qualifications must be verified by saqa. a valid driver’s license. competencies: financial management, strategic capability and leadership, programme and project management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. computer literacy.

duties: manage the contribution by the department to the local economic growth and development. identify regulatory burdens that negatively affect business
development. Improve service delivery at municipalities for the benefit of small enterprise development. Manage strategic projects and partnership/service level agreements with key stakeholders in the sector and ensure that they are successfully completed within budgetary timelines and performance requirements. Manage the empowerment of enterprises of the designated groups with the aim of addressing economic disparities. Conduct viability and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to support programmes. Assess the impact on increased coordination and partnership with stakeholders on enterprise development. Ensure proper implementation of accessibility of information in regard to funding of enterprises (SMME’s and Cooperatives). Facilitate the alignment of all procurement policies to empower Cooperatives and SMMEs at provincial and local levels. Ensure proper implementation of incubation and skills development programme to sustain small business in the province. Manage the implementation of Departmental Risk Management policy.

ENQUIRIES
Mr Moeketsi Senqhi Tel No: 018 387 7908/7928

DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT

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

APPLICATIONS: Applications quoting the relevant reference, should be forwarded as below addresses.

CLOSING DATE: 17 August 2018

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department and be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric certificate must also be attached), ID document and driver’s licence. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. This Department is an Equal Opportunity; Affirmative Action Employer Short-listed candidates may be subjected to security clearance, competency assessment and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The successful candidate will be required to enter into a performance agreement and to undergo a competency assessment. The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 30/158: SCIENTIFIC MANAGER GRADE A REF NO: NWREAD 01/07/18
Directorate: Technology Development

SALARY: Grade A R854 154 per annum (OSD as prescribed)
CENTRE: Dr Kenneth Kaunda District Services Office/Potchefstroom


ENQUIRIES: Ms B Pule, Tel No: (018) 389 - 5620/5698

APPLICATIONS: The District Director: Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520

FOR ATTENTION: Ms C Hilderbrand

POST 30/159: DEPUTY DIRECTOR: VETERINARY LABORATORY AND EPIDEMIOLOGY

REF NO: NWREAD 05/07/18

Directorate: Veterinary Services

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

CENTRE: Dr Kenneth Kaunda District Services Office/Potchefstroom

REQUIREMENTS: An appropriate BVSc or BVMCh and registration with the South African Veterinary Council. At least six years of experience. Previous experience as a laboratory veterinarian and keen interest to work in a laboratory environment will serve as an advantage. Understanding of the functioning of a veterinary diagnostic laboratory and knowledge of basic principles of analytical epidemiology. Computer literacy. Valid driver’s licence. Understanding of ISO/IEC 17025 standards and postgraduate education in a laboratory diagnostic subject or epidemiology will be an added advantage. A motivation stating the applicant’s reasons for pursuing a career in a laboratory environment should accompany the application.

DUTIES: Manage laboratory diagnostics. Approving diagnoses on controlled/notifiable and non-controlled animal diseases (mastitis, zoonosis and food-borne illnesses included). Co-ordinating the collection and investigation of diagnostic specimens. Co-ordinating the conducting of necropsies and on-farm problem investigations and extension work when required. Co-ordinating the provincial epidemiology strategy. Co-ordinating implementation of the laboratory business/strategic plans and quality system (ISO/IEC 17025). As a Deputy Director in charge of all sections level, rendering administrative duties including line-function supervision over technical personnel assigned to the sections. Preparing the consolidated laboratory operational budget requirements and inputs into the laboratory MTEF budgets. Co-ordinating preparing the work statistics and data management. Co-ordinating the compilation of personnel work plans and evaluation of personnel performance (PMDS).

ENQUIRIES: Dr L Madyibi, Tel No: (018) 389 - 5102/5057

APPLICATIONS: The District Director: Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520

FOR ATTENTION: Ms C Hilderbrand

POST 30/160: DEPUTY DIRECTOR: ANIMAL HEALTH

REF NO: NWREAD 06/07/18

Directorate: Veterinary Services

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

CENTRE: Dr Ruth Segomotsi Mompati District Services/Vryburg


**DUTIES**

Co-ordinating the Brucellosis Scheme in the District. Co-ordinating the assessment of the prevalence of TB in the area and instituting the necessary control measures. Facilitating participating in the Departmental Primary Animal Health Care (PAHC) program through providing necessary secondary intervention function. Co-ordinate conduction of risk assessment on all commodities that are destined for export. Ensure compliance of all imported commodities arriving in the District. Co-ordinating inspection and registration of all facilities that intend to export commodities out of South Africa. Preparing the District office operational budget requirements and inputs into the Regional MTEF budgets. Preparing the work statistics and data management. Co-ordinating and participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary offices (PMDS). Reporting to the Director Veterinary Services.

**ENQUIRIES**

Dr L Madyibi, Tel No: (018) 389 - 5102/5057

**APPLICATIONS**

The District Director, Dr Ruth Segomotsi Mompati District Services, P.O.Box 112, Vryburg, 8600

**FOR ATTENTION**

Mr J Eshane

**POST 30/161**

**SCIENTIST PRODUCTION GRADE A CROP SCIENCE REF NO: NWREAD 02/07/18**

Directorate: Technology Development

**SALARY**

Grade A R585 366 per annum (OSD as prescribed)

**CENTRE**

Dr Kenneth Kaunda District Services Office/Potchefstroom

**REQUIREMENTS**

Grade 12 certificate plus a recognised BSc Science Agric (Hon) or relevant scientific qualification, preferably in Plant Pathology. Compulsory registration with SACNASP. At least 3 years post qualification experience. Valid driver's licence. Be able to interact with a range of clients and personnel. Be computer literate [MS Word, MS Excel, MS Power-Point], knowledge of statistical programmes will be an advantage. Scientific report writing. Planning, organizing & Innovative skills. Good communication and interpersonal skills. Ability to work under pressure.

**DUTIES**

Conduct basic, applied research and perform scientific analysis Scientific data. Formulate proposals and compile reports. Gather and interpret data, evaluate results and disseminate information. Publish and present research findings. Provide scientific support and advice as requested. Mentoring and coach scientific technicians. Manage the performance and development of employees.

**ENQUIRIES**

Ms KM Qas, tel. (018) 299 - 6825

**APPLICATIONS**

The District Director: Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520

**FOR ATTENTION**

Ms C Hilderbrand

**POST 30/162**

**SENIOR INFORMATION OFFICER REF NO: NWREAD 07/07/18**

Directorate: Policy and Planning

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Ngaka Modiri Molema District Office/Mafikeng

**REQUIREMENTS**

An appropriate recognized Bachelor’s degree with Information Management as a passed major subject plus 3-5 years’ relevant post qualification experience. Knowledge of Ms Office, Database Management and Statistical analysis software. Possess analytical skills and ability to pay attention to detail. Highly motivated and ability to work independently. Creative, teamwork, client focused, solution oriented, assertive and confident approach. Demonstrate integrity, dedication, output and quality driven. Basic knowledge of financial administration. A valid driver's license.

**DUTIES**

Provision of information for developing and monitoring the sector. Collation, verification, analysis and dissemination of information. Capturing of sector datasets into the departmental Information Management System. Ensure development and maintenance of departmental District and LDC Resource Centres. Management of KRAs of Information Officers at LDCs.

**ENQUIRIES**

Ms M Mojanaga, Tel No: (018) 389 - 5866/5022

**APPLICATIONS**

The District Director, Ngaka Modiri Molema District Services, Private Bag X106, Mmabatho, 2735
FOR ATTENTION: Ms K Matheolane

POST 30/163

SCIENTIFIC TECHNICIAN PRODUCTION GRADE A PASTURE SCIENCE REF NO: NWREAD 03/07/18

Directorate: Technology Development

SALARY: Grade A R293 653 per annum (OSD as prescribed)
CENTRE: Dr Kenneth Kaunda District Services Office/Potchefstroom
REQUIREMENTS: Grade 12 certificate. A recognised 3-year National Diploma (N Dip.) in Science or equivalent relevant qualification in Agricultural related field. SACNASP as a Certified Natural Scientist. 3 years’ post qualification technical (scientific) experience. Programme & Project Management. Planning & organizing skills. Technical report writing skills. Good communication skills (verbal and written). Computer literacy (MS word, MS Power-Point, MS Excel). A Valid Driver’s license.
DUTIES: Assist in formulation of research proposals, implementation of research projects and reports compilation. Preparation for and participation in research activities. Data/sample collection as required by research and technology development projects. Veld survey, monitoring and assessment. Perform technical and data capturing functions. Provide technical support and advice. Manage key performance areas of employees.

ENQUIRIES: Ms Y Brits, Tel No: (018) 294 – 3049
APPLICATIONS: The District Director: Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520

FOR ATTENTION: Ms C Hilderbrand

POST 30/164

INFORMATION OFFICER REF NO: NWREAD 08/07/18 (X2 POSTS)

Directorate: Policy and Planning

SALARY: R242 475 per annum (Level 07)
CENTRE: Madibeng and Moretele Local Agricultural Offices Bojanala
REQUIREMENTS: A Bachelor’s degree/National Diploma in Information Management plus 2 years relevant post qualification experience. Highly motivated and have ability to work independently. A creative, teamwork, client focused, solution oriented, assertive and confident approach. Demonstrate integrity, dedication, output and quality driven. An unendorsed driver’s license.
DUTIES: Provision of information for developing and monitoring the sector through the departmental Information Resource Centre. Collation, verification, analysis and dissemination of sector information. Capturing of sector datasets into the Departmental Information Management System. Regular maintenance and dissemination of information from the decision support systems (e.g. Farmer Register, District Profile etc.).

ENQUIRIES: Ms M Mojanaga, Tel No: (018) 389 - 5866/5022
APPLICATIONS: The Director, Bojanala District Services, Private Bag X82070, Rustenburg 0300
FOR ATTENTION: Ms I Maponyane

POST 30/165

ARTISAN PRODUCTION: GRADE B FARM SECTION REF NO: NWREAD 04/07/18

Directorate: Technology Development

SALARY: Grade B R211 464 per annum (OSD as prescribed)
CENTRE: Dr Kenneth Kaunda District Services Office/Potchefstroom
REQUIREMENTS: Grade 12 appropriate Trade Test Certificate in diesel mechanic. Minimum NTC 2 Qualification. A valid driver’s license at least code EC1. Experience in diesel engines preferably agricultural machinery will be an added advantage.
DUTIES: Produce designs according to client specifications and within limits of production Capability. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment/facilities for technical faults. Repair equipment and facilities according to standard. Test repaired equipment and/facilities against specifications. Service equipment and/facilities according to schedule. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervision of employees.
ENQUIRIES : Mr T Motene, Tel No: (018) 299 – 6687
APPLICATIONS : The District Director: Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520
FOR ATTENTION : Ms C Hilderbrand
ANNEXURE T

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 30/166

: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (X3 POSTS)
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum

CENTRE

: District Six CDC (X1 Post)
Vanguard CHC (X1 Post)
Du Noon CHC (X1 Post)

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPSCA in Ultrasound Radiography. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Obstetric, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multidisciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

DUTIES

: Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub district.

ENQUIRIES

: District Six CDC: Ms A Smith, Tel No: (021) 833-4500
Vanguard CHC: Mr L Mbanga, Tel No: (021)695-8200
Du Noon CHC: Mr W Caesar, Tel No: (021) 200-4500

APPLICATIONS

: The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION

: Mr F Le Roux

NOTE

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

CLOSING DATE

: 10 August 2018
POST 30/167: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)

Chief Directorate: Metro Health Services

SALARY:
- Grade 1: R362 559 (PN-B1) per annum
- Grade 2: R445 917 (PN-B2) per annum

CENTRE: Victoria Hospital

REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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 Psychiatry after obtaining the 1 year post-basic qualifications as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of Mental Health Care Act, Child Health Act, Nursing and Health Service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

DUTIES:
- Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES: Mr PC Jeftha, Tel No: (021) 799-1125
APPLICATIONS: The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.
FOR ATTENTION: Ms Z Peter
NOTE: No payment of any kind is required when applying for this post. “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: 10 August 2018

POST 30/168: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BIDS)

SALARY: R299 709 per annum

CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS:
- Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Extensive supervisory and management experience in a Supply Chain Management environment. Extensive supervisory experience in the procurement of goods and services, Bids and Contract

**DUTIES**: Effective and efficient management of the Procurement in a LOGIS and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient demand and acquisition process. Management of non-supplier performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

**ENQUIRIES**: Mr S Ntsonkotha, Tel No: (021) 658-5892

**APPLICATIONS**: The Chief Executive Officer, Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION**: Ms T Nqola

**NOTE**: No payment of any kind is required when applying for this post. CV’s should address experience and knowledge extensively with regard to duties above.

**CLOSING DATE**: 17 August 2018

**POST 30/169**: SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT
Overberg District

**SALARY**: R299 709 per annum

**CENTRE**: Overberg District Office

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate knowledge and experience in Health Information Management. Inherent requirements of the job: Valid driver’s licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Technical knowledge, report writing and data management skills. Advanced knowledge and experience in the National and Provincial Information Systems and Databases. People management and Project management. Knowledge and experience in planning and policy development process. Knowledge and experience in Notifiable Medical Conditions, PHC, Hospital and HAST data management will be an advantage.

**DUTIES**: Ensure effective information management to all relevant role players within the District. Report writing and information management during campaigns. Adherence and maintenance of quality data at all times within the District. Conduct audits within the District. Project management with regards to IT matters and Systems optimisation. Perform Supervisory function within the Health Information Management team within the District.

**ENQUIRIES**: Mr L Benjamin, Tel No: (028) 214-5800

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

**FOR ATTENTION**: Ms A Brits

**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/computer literacy test.

**CLOSING DATE**: 10 August 2018

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DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE: 13 August 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za.

OTHER POST

POST 30/170: STATE ACCOUNTANT: ASSURANCE SERVICES (VERIFICATIONS), REF NO: HS 2018-31

SALARY: R299 709 per annum (Level 08)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree in Finance with a minimum of 3 years relevant experience. Recommendations: Knowledge of the financial norms and standards PFMA, NTR's, PTI's, AOS as well as departmental delegations. Competencies: Knowledge of the following: BAS, LOGIS and PERSAL systems; Pre/Post checking and verifications of payment vouchers in terms of compliance; Internal control and Risk Management processes and procedures; Communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Proven computer literacy in MS Office, the internet and the Western Cape Supplier Database online system; Problem solving skills; Good customer/client liaison skills.

DUTIES: Verifications of payments; Perform Pre/Post audit on Procurement; Construction and contract management procedures (Bid administration); Ensure that all payments to suppliers are paid within 30 days after receipt of invoice; Report on and make recommendations on non-compliance issues to management in respect of Supply Chain Management; Batch control.

ENQUIRIES: Mr C Solomons at (021) 483 4439