PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2018
DATE ISSUED: 03 AUGUST 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 TECHNICAL ADVISORY CENTRE:** Kindly note that the post of Team Assistant Fixed Term Contract position with Ref No: G014/2018 advertised on vacancy circular 30 dated 27 July 2018, the correct year for contract is 2yrs contract. 

**DEPARTMENT OF SMALL BUSINESS:** Kindly note that the post of Deputy Director-General: Green Sector Policy & Research with Ref No: DDG/11/18, advertised on the Vacancy Circular 29 dated 20 July 2018, the closing date has been extended to 10 August 2018. 

**NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the post of Deputy Director: Employee, Health and Wellness and Labour Relations with Ref No: NWOoP/17/2018, advertised on the Vacancy Circular 27 dated 06 July 2018, the experience requirements should read as, 6-7 years’ experience in Labour Relations and/or Employee Health and Wellness of which 3 years should be at junior management level. The inconvenience is regretted.
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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: cogta20@ursonline.co.za; or via fax: 086 415 5709.

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

CLOSING DATE: 24 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, 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 31/01: DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NORTH WEST) REF NO: 24447/01

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

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s degree or National diploma in Economic Science/Development Studies/Humanities and Built Environment Disciplines. A minimum of 3 to 5 years’ experience in a related field. Generic competencies: Planning and organising, coordination, problem solving & decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Service delivery through grant application, administration of a grant to municipalities in terms of a policy and legislation, application of technical norms and standards, poverty eradication and job creation.

DUTIES: The incumbent will perform the following duties: Manage and maintain Municipal Infrastructure Grant Administration System (scheduling, transferring monthly expenditure reporting and analysis, withholding, stopping and reallocation). Ensuring reporting as per legislative requirements (monthly, quarterly and annually). Manage, ensure and evaluate financial and non-financial reporting systems (through the utilisation of the MIG-MIS). Ensure effective municipal infrastructure program and project planning in line with objectives of the Municipal Infrastructure Grant. Facilitate the establishment of capital program management capacity within municipalities.

ENQUIRIES: Ms NV Mabitsi Tel No: (012 336 5655 / 395 4698)
DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

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

CLOSING DATE: 17 August 2018

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post.

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

MANAGEMENT ECHELON

POST 31/02: DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT

SALARY: R948 174 per annum (All inclusive package)

CENTRE: Pretoria


ENQUIRIES : Ms Lerato Maisela, Tel No: (012) 393 1916/2500
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 17 August 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 31/03 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DID/17/18
Directorate Regulatory Audit

SALARY : R444 693 per annum (Level 10)

CENTRE : Mpumalanga Regional Office (Nelspruit)

REQUIREMENTS : An appropriate Bachelor’s Degree or equivalent qualification in Internal Auditing with experience in Internal Auditing. Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in control Self-Assessment (CCSA) will be an added advantage. Knowledge of International Standards for the Professional Practise of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999(Act No 1 of 1999) and Treasury Regulations. A valid driver’s licence will be an added advantage. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES : Evaluate the internal control system, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit reports and discuss them with the clients. Supervise the audit teams throughout the audit engagement.
Conduct audits in compliance with the International Standard for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.

**ENQUIRIES**

Lt Col N.J. Kekana, Tel No: (012) 312 4718

**APPLICATIONS**

Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria where it may be placed in a box at the reception.

**NOTE**

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

**POST 31/04**

**FOOD SERVICE AID II REF NO: SAAF/21/18/01**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

AFB Makhado, Limpopo

**REQUIREMENTS**

A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed:

Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

**DUTIES**

Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

**ENQUIRIES**

Capt D.T Langa, Tel No: (015) 577 2010

Mr M.D Mamburu, Tel No: (015) 577 2025

**APPLICATIONS**

Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920 or may be hand delivered at Air Force Base, Koedoe Road, Makhado 0920.

**POST 31/05**

**FOOD SERVICE AID II REF NO: SAAF/21/18/02 (X3 POSTS)**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

Air Force Base Bloemspruit, Free State

**REQUIREMENTS**

A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed:

Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

**DUTIES**

Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

**ENQUIRIES**

Maj F.G. Fatyi, Tel No: (051) 405 6310

WO2 M.P. Mosedi, Tel No: (051) 405 6050

**APPLICATIONS**

Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364 or may be hand delivered at Air Force Base, Masselpoort Road, Bloemspruit 9364.

**POST 31/06**

**FOOD SERVICE AID II REF NO: SAAF/21/18/03 (X2 POSTS)**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

Air Force Base Hoedspruit, Limpopo
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES: Lt Col N.F Mazula, Tel No: (051) 799 2196
Mr J.R Mapaila, Tel (051) 799 2826

APPLICATIONS: Department of Defence Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380 or may be hand delivered at Air Force Base, Military Road, Hoedspruit 1380.

POST 31/07: FOOD SERVICE AID II REF NO: SAAF/21/18/04

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Overberg, Western Cape

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES: WO2 J. Mentoor, Tel No: (028) 425 4031
Maj M.M Januarie Tel No: (028) 425 4034

APPLICATIONS: Department of Defence , Air Force Base Overberg, Private Bag X14, Bredasdorp, 7280 or may be hand delivered at Air Force Base Overberg, Arniston Road, Bredasdorp 7280.

POST 31/08: FOOD SERVICE AID II REF NO: SAAF/21/18/05 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Waterkloof, Pretoria

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES: F Sgt S. Maseko Tel No: (012) 627 3064
CO W.L. Maswanganyi, Tel No: (012) 672 3583
APPLICATIONS: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Air Base Waterkloof, Solomon Mahlangu Drive/Trichardt Road Lyttelton 0140.

POST 31/09: FOOD SERVICE AID II REF NO: SAAF/21/18/06 (X4 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Mobile Deployment Wing, Valhalla.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES: Lt Col M.F. Sibiya, Tel No: (012) 351 2613
Maj N. Qwakele, Tel No: (012) 351 2564

APPLICATIONS: Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or may be hand delivered at Trichardt Road, Valhalla 0137.

POST 31/10: FOOD SERVICE AID II REF NO: SAAF/21/18/07 (X2 POSTS)

SALARY: R96 549 per annum (Level 02)
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES: Maj N. Rantsome, Tel No: (012) 351 5040
Capt M.L Du Plessis, Tel No: (012) 351 5172

APPLICATIONS: Department of Defence, South African Air Force College, Private Bag X1008, Thaba Tshwane 0143 or may be hand delivered at SA Air Force College, Johan Kock Street, Thaba Tshwane 0143.

POST 31/11: FOOD SERVICE AID II REF NO: SAAF/21/18/08 (X2 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: 68 Air School, Pretoria
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organising, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and
cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj D. Seshoka, Tel No: (012) 684 5039
APPLICATIONS : WO2 E. Letea, Tel No: (012) 684 5048

POST 31/12 : FOOD SERVICE AID II REF NO: SAAF/21/18/09 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Durban, Kwa-Zulu Natal
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organising, equipment use, training, food preparation, etc. Must be physically fit and healthy.
DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Capt B.M. Legogola, Tel No: (031) 564 4883
APPLICATIONS : WO1 M.G. Wakhaba, Tel No: (022) 564 4821

POST 31/13 : GROUNDSMAN II REF NO: SAAF/21/18/10 (X5 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Makhado, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES : Capt D.T Langa, Tel No: (015) 577 2010
APPLICATIONS : Mr M.D Mamburu, Tel No: (015) 577 2025

POST 31/14 : GROUNDSMAN II REF NO: SAAF/21/18/11 (X3 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Ysterplaat, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds.
Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

**ENQUIRIES**
- Maj P. Dunjwa, Tel No: (021) 508 6128
- WO2 B.A. Jefferies, Tel No: (021) 508 6768

**APPLICATIONS**
- Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425 or may be hand delivered at Air Force Base, Piet Grobelaar Street, Ysterplaat 7425.

**POST 31/15**
- **GROUNDSMAN II REF NO:** SAAF/21/18/12 (X5 POSTS)
- **SALARY:** R96 549 per annum (Level 02)
- **CENTRE:** Air Force Base Hoedspruit, Limpopo
- **REQUIREMENTS:** A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- **DUTIES:** Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- **ENQUIRIES**
  - Lt Col N.F. Mazula, Tel No: (051) 799 2196
  - Mr J.R. Mapaila, Tel No: (051) 799 2826
- **APPLICATIONS**
  - Department of Defence Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380 or may be hand delivered at Air Force Base, Military Road, Hoedspruit 1380.

**POST 31/16**
- **GROUNDSMAN II REF NO:** SAAF/21/18/13 (X10 POSTS)
- **SALARY:** R96 549 per annum (Level 02)
- **CENTRE:** Air Force Base Waterkloof, Pretoria
- **REQUIREMENTS:** A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- **DUTIES:** Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- **ENQUIRIES**
  - F Sgt S. Maseko, Tel No: (012) 627 3064
  - CO W.L. Maswanganyi, Tel No: (012) 672 3583
- **APPLICATIONS**
  - Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Air Base Waterkloof, Solomon Mahlangu Drive/Trichardt Road, Lyttelton 0140.

**POST 31/17**
- **GROUNDSMAN II REF NO:** SAAF/21/18/14 (X6 POSTS)
- **SALARY:** R96 549 per annum (Level 02)
- **CENTRE:** Air Force Mobile Deployment Wing, Valhalla
- **REQUIREMENTS:** A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- **DUTIES:** Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- **ENQUIRIES**
  - Lt Col M.F. Sibiya, Tel No: (012) 351 2613
  - Maj N. Qwakele, Tel No: (012) 351 2564
- **APPLICATIONS**
  - Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or may be hand delivered at Trichardt Road, Valhalla 0137.
POST 31/18 : GROUNDSMAN II REF NO: SAAF/21/18/15 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : 10 Air Depot, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES : Capt D.J. Daffue, Tel No: (012) 684 2227
APPLICATIONS : Department of Defence, 10 Air Depot, Private Bag X1032, Thaba Tshwane 0143

POST 31/19 : CLEANER II REF NO: SAAF/21/18/16 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Makhado, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES : Capt D.T Langa, Tel No: (015) 577 2010
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920 or may be hand delivered at Air Force Base, Koedoe Road, Makhado 0920.

POST 31/20 : CLEANER II REF NO: SAAF/21/18/17 (X4 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Ysterplaat, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES : Maj P. Dunjwa, Tel No: (021) 508 6128
APPLICATIONS : Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425 or may be hand delivered at Air Force Base Piet Grobelaar Street, Ysterplaat 7425.

POST 31/21 : CLEANER II REF NO: SAAF/21/18/18 (X7 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Langebaanweg, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES : Maj C.K. Esterhuizen, Tel: (022) 706 2515
APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, Private Bag X5, Langebaanweg 7245 or may be hand delivered at Air Force Base Langebaanweg, Langebaanweg 7245.
APPLICATIONS: Department of Defence, Air Force Base Langebaanweg, Private Bag X7375, Langebaanweg 7375 or may be hand delivered at Air Force Base Langebaanweg, Langebaanweg 7375.

POST 31/22: CLEANER II REF NO: SAAF/21/18/19 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Durban, Kwa-Zulu Natal
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed):
Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: Capt B.M. Legogola, Tel No: (031) 564 4883
WO1 M.G. Wakhaba, Tel No: (022) 564 4821

APPLICATIONS: Department of Defence, Air Force Base Durban, P.O. Box 1120, Amanzimtoti 4125 or may be hand delivered at Air Force Base Durban, Next to Old Durban Airport, Isipingo 4125.

POST 31/23: CLEANER II REF NO: SAAF/21/18/20 (X2 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Bloemspruit, Free State
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed):
Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: Maj F.G. Fatyi, Tel No: (051) 405 6310
WO2 M.P. Mosedi, Tel No: (051) 405 6050

APPLICATIONS: Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364 or may be hand delivered at Air Force Base, Masselpoort Road, Bloemspruit 9364.

POST 31/24: CLEANER II REF NO: SAAF/21/18/21 (X4 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Hoedspruit, Limpopo
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed):
Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: Lt Col N.F. Mazula, Tel No: (051) 799 2196
Mr J.R. Mapaila, Tel No: (051) 799 2826

APPLICATIONS: Department of Defence Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380 or may be hand delivered at Air Force Base, Military Road, Hoedspruit 1380.

POST 31/25: CLEANER II REF NO: SAAF/21/18/22 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: AFS Port Elizabeth, Eastern Cape
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed):
Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: Capt A. Mbiza, Tel No: (041) 505 1498
APPLICATIONS: Department of Defence, AFS Port Elizabeth, Private Bag X6017, Port Elizabeth 6001 or may be hand delivered to Air Force Station, Forest Hill, Willow Drive, Port Elizabeth 6000 (Inside Army Support Base).

POST 31/26: CLEANER II REF NO: SAAF/21/18/23 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Overberg, Western Cape
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: WO2 J. Mentoor, Tel No: (028) 425 4031
APPLICATIONS: Department of Defence, Air Force Base Overberg, Private Bag X14, Bredasdorp, 7280 or may be hand delivered at Air Force Base Overberg, Arniston Road, Bredasdorp 7280.

POST 31/27: CLEANER II REF NO: SAAF/21/18/24 (X4 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Base Waterkloof, Pretoria
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: F Sgt S. Maseko, Tel No: (012) 627 3064
APPLICATIONS: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttelton 0140 or may be hand delivered at Air Base Waterkloof, Solomon Mahlangu Drive/Trichardt Road, Lyttelton 0140.

POST 31/28: CLEANER II REF NO: SAAF/21/18/25

SALARY: R96 549 per annum (Level 02)
CENTRE: Air Force Mobile Deployment Wing, Valhalla
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES: Lt Col M.F. Sibiya, Tel No: (012) 351 2613
APPLICATIONS: Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or may be hand delivered at Trichardt Road, Valhalla 0137.

POST 31/29: CLEANER II REF NO: SAAF/21/18/26 (X9 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: SA Air Force HQ Unit, Pretoria
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing
furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Lt Col N.G. Nefale, Tel No: (012) 312 1366
             Cpl S.P. Soldaat, Tel No: (012) 312 2879

APPLICATIONS : Department of Defence, South African Air Force Headquarters, Private Bag X199, Pretoria 0001 or may be hand delivered at South African Air Force Headquarters Unit, Dequar Road, Pretoria.

POST 31/30 : GENERAL STORE ASSISTANT REF NO: SAAF/21/18/27

SALARY : R96 549 per annum (Level 02)
CENTRE : 10 Air Depot, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment is received correctly and in good condition. Must be able to complete register for equipment received and issued. Ensure that the description of equipment is the same as the equipment being issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Capt D.J. Daffue, Tel No: (012) 684 2227 / 2262
APPLICATIONS : Department of Defence, 10 Air Depot, Private Bag X1032, Thaba Tshwane 0143 or may be hand delivered at 10 Air Depot, Van Riebeeck and Paul Kruger, Thaba Tshwane, 0143.

POST 31/31 : TRADESMAN AID II REF NO: SAAF/21/18/28

SALARY : R96 549 per annum (Level 02)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Maintain testing equipment. Carry out maintenance on workshop equipment. Carry out first line maintenance on electrical equipment. Provide assistance to artisans in performing their tasks. Maintain high standard of cleanliness in the Workshop.

ENQUIRIES : Capt D.T Langa, Tel No: (015) 577 2010
             Mr M.D Mamburu, Tel No: (015) 577 2025
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920 or may be hand delivered at Air Force Base, Koedoe Road, Makhado 0920.

POST 31/32 : TECHNICAL ASSISTANT REF NO: SAAF/21/18/29

SALARY : R96 549 per annum (Level 02)
CENTRE : Air Force Base Langebaanweg, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Cleaning Technical Support Service Workshops, Aircrafts, Flight lines, Equipment, Tools, Toolboxes and Workstations. Cleaning with brooms, mops, cloths, vacuuming, chemicals, waste material from bins, floors, work areas and surroundings.

ENQUIRIES : Maj C.K. Esterhuizen, Tel No: (022) 706 2515
             Capt Q. Lostile, Tel No: (022) 706 2250
APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, Private Bag X7375, Langebaanweg 7375 or may be hand delivered at Air Force Base Langebaanweg, Langebaanweg 7375.
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

APPLICATIONS

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

FOR ATTENTION

Mr S Matshageng

CLOSING DATE

17 August 2018

NOTE

Applications must be submitted with 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).

OTHER POST

POST 31/33

SENIOR ADMINISTRATION CLERK REF NO: 3/1/5/1 – 18/23

Directorate: Northern Cape Provincial Office

(This is a re-advertisement and candidates who applied previously do not need to re-apply)

SALARY

Commencing salary of R163 563 per annum (Level 05)

CENTRE

Kimberley

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Mr M Nagel, Tel No: (053) 8321378

NOTE

Preference will be given to person with disability.
## ANNEXURE E

**GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)**

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

**FOR ATTENTION**: Ms Thenjiwe Gasa – Recruitment

**CLOSING DATE**: 20 August 2018, 12H00 No late applications will be considered.

**NOTE**

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

## OTHER POSTS

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<th>PLANNER: MONITORING AND EVALUATION (REF NO: P/M&amp;E/2018/08-1P)</th>
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<td>SALARY</td>
<td>R299 709 per annum (basic salary)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria Office</td>
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relations skills. Problem solving skills. Communication skills (verbal and written). Ability to build strong network relationships. Ability to work in a Team. Project management skills. Striving to adhere to international best practices.

**DUTIES**

The purpose of the post is to provide Monitoring and Evaluation (M&E) support to the GPAA programmes. The successful candidate will be responsible for the following functions and include, but not limited to: Providing support to the M&E Management team in executing M&E activities: Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework. Provide M&E capacity building and support. Assist in the development of the M&E system. Provide M&E feedback to internal and external stakeholders. Assist in marketing the M&E function through different mediums of communication. Support the undertaking of risk management with regards to non-compliance to monitoring and evaluation directives. Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Monitoring team in executing monitoring activities: Undertake needs analysis to identify the GPAA monitoring needs. Develop monitoring data collection tools. Gather, verify and analyze information for monitoring of organizational performance. Provide support in generating Monitoring Reports. Provide advice and support for business units in monitoring their initiatives. Providing support to the Evaluations team in executing evaluation activities: Undertake needs analysis to identify the GPAA evaluation needs. Develop evaluation data collection tools. Conduct internal and external evaluation studies. Gather, consolidate and analyze the evaluations data. Provide support in generating Evaluation Reports. Provide advice and support for business units to undertake self-evaluations. Providing support to the Data Management team in executing data management activities: Collection of M&E and Research data. Capturing of M&E and Research data. Operating the M&E System. Develop automated monitoring and tools for the GPAA business units.

**ENQUIRIES**

Ms Thenjiwe Gasa Tel No: 012 319 1304

**NOTE**

One M&E Planner – Monitoring and Evaluation position is currently available at the Government Pensions Administration Agency: Corporate Monitoring and Evaluation Division. This position will be filled as a permanent position. Employment Equity target for the post is Coloured, Indian or White males or people with disability. Candidates of the specified groups are encouraged to apply.

**POST 31/35**

**SENIOR ADMINISTRATION OFFICER: ADVISORY SERVICES (REF NO: SAO/AS-LS/2018/08–1P)**

**SALARY**

R299 709 per annum (basic salary)

**CENTRE**

Pretoria Office

**REQUIREMENTS**


**DUTIES**

The purpose of the role is: To assist the Manager Legal and Advisory Services in the role of providing legal advice to the authority and other stakeholders. The successful incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Provide Legal Admin Services: Assist seniors in providing legal advice, guidance and opinions to the top management and GPAA at large on matters relating to legislative drafting and other legal matters. Peruse documents and escalate to seniors where relevant. Peruse and comment on a variety of legal documents to ensure that they are legally compliant. Effectively administer legal matters to the department. Litigation Management: Diarise, schedule hearings and ensure court process is attended to. Collect information and documentation as required to proceed with matters referred to Legal in relation
to interpretation of GEP Law, 1996. Explain the process to applicants of submitting divorce, life partner and other relevant claims in terms of GEP Law, 1996. Research inquiries, corrects errors, resolves discrepancies and notifies applicants of action decisions taken. Research laws, regulations, policies and precedent decisions to prepare for hearings, and to respond to inquiries from case managers and supervisors. Prepare, assembles and checks materials for each hearing session. Prepare hearing report on decisions and recommendations. Examine case records and official files and ensures that all documents and exhibits are fully documented in the record. Conduct legal research to fully address all legal arguments. Manage litigation and ensure that all panel members complete the claim forms for their fees. Prepare instructions for panel attorneys and implement court decisions. Attend to the payment of a bill of costs. Review litigated claims or claims with disputes: Collate relevant information for purposes of handling litigation. Explain to claimants how they can appeal rulings that go against them. Compile submissions and instruction for recommendation. Render Administrative Support: Attend to court process served on the GPAA and any other claims submitted in terms of GEP Law, 1996. Prepare written review and evaluate data on documents such as claim applications, birth or death certificates, and physician or employer records. Maintain hearing documents, calendars hearing dates and confirms hearing. Adherence to court decisions with written instruction to subordinates to comply with court decision. Ensure that files are kept and updated on statistics relating to court cases. Prepare memoranda and drafts of decisions and judgments. Prepares and issues written decisions within timely manner to meet requirements. Assist the supervisor with training on legislation and legislative drafting, as well as other legal topics. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

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

**NOTE:**
One Senior Administration Officer – Advisory Services position is currently available at the Government Pensions Administration Agency: Legal Services Division This position will be filled as a permanent position. Employment Equity target for the post is African or Coloured or Indian males or people with disability. Candidates of the specified groups are encouraged to apply.
ANNEXURE F

DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 20 August 2018; Time: 12:00pm Mid-Day

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

OTHER POSTS

POST 31/36: DEPUTY DIRECTOR: TRUTH AND RECONCILIATION COMMISSION (REF NO: NDOH 53/2018)

(Contract Post Ending 31 March 2021)

Directorate: Mental Health and Substance Abuse
Sub-Directorate: Truth and Reconciliation Programme

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

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least three (3) years’ experience in health service delivery environment at junior management or Assistant Director Level. Knowledge of Truth and Reconciliation Act and Promotion of National Unity and Reconciliation Act of 1995 and National Health Act as well as various public service and health legislation (administrative and clinical). Good communication (verbal and written), management (project, finance, strategic planning), networking, facilitation, report writing and computer skills (MS Office package). Ability to manage cases and problem solving. A valid driver’s licence.

DUTIES: Coordinate the provision of health services for victims of gross human rights as determined by the Promotion of National Unity and Reconciliation Act of 1995. Manage all referrals from the Truth and Reconciliation (TRC) Unit in the Department of Justice and Constitutional Development (DOJ&CD). Facilitate the development of legislation to provide health services to victims of gross human rights violations. Collate and submit health inputs for draft regulations to DOJ&CD. Develop implementation plans for psychosocial programmes and health related
aspects of community rehabilitation plans as developed by the DOJ&CD. Identify priority areas and needs for community rehabilitation programmes related to health services. Ensure an integrated approach to health service delivery through the involvement of various stakeholders. Assist in drafting health programmes for communities in collaboration with other relevant stakeholders. Manage all reporting, records, resources, correspondence and all other related aspects for the Truth and Reconciliation Programme. Develop and update a database for all TRC victims requiring and receiving health services.

ENQUIRIES : Mr OSB Phakathi at Tel No: (012) 395 9138
NOTE : Applicants from Coloured, White and Indian male will be given preference.

POST 31/37 : MEDICINES REGISTRATION OFFICER GRADE II (REF NO: NDOH 51/2018)
Chief Directorate: Public Entities Management
Directorate: Medicines Evaluation and Research

SALARY : Grade 2: R655 092 per annum
 Grade 3: R745 512 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualification and years of experience required are indicated above. A relevant post graduate qualification is an advantage. Knowledge and application of the Medicines and Related Substances Act (101 of 1965) and the Regulations pertaining to the Act is essential. **Grade 2**: Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience. **Grade 3**: Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience. Salary grade will be determined in accordance with the above requirements as per the OSD. NB: Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist. Good communication (written and verbal), computer literacy, planning, supervisory, time management, co-ordination and organisation skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Must be willing to travel and work irregular hours.

DUTIES : Provide secretariat support to the Pharmacovigilance Committee (PVC). Arrange logistics of the PVC meeting to ensure that the unit achieve its target as per operational plan. Execute Committee recommendations. Promote vigilance by collecting, managing and assessing adverse reaction and medication error reports, including post-marketing surveillance and research data. Monitor benefit-risk profiles of medicine and medical devices. Evaluate Adverse Drug Reactions (ADR) reports. Evaluate, assess causality and commit ADR reports. Generate independent, evidence-based recommendations regarding the safety, efficacy and quality of medicines and medical devices. Strengthens post marketing surveillance and collaborating activity. Create awareness amongst healthcare professionals regarding significance of reporting ADRs. Supervise administrative staff.

ENQUIRIES : Ms F Matlala at Tel No: (012) 395 9133

POST 31/38 : MEDICINES REGISTRATION OFFICER (REF NO: NDOH 52/2018)
Chief Directorate: Public Entities Management
Directorate: Medicines Evaluation and Research

SALARY : Grade 2: R655 092 per annum
 Grade 3: R745 512 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualification and years of experience required are indicated above. A relevant post graduate qualification is an advantage. Knowledge and application of the Medicines and Related Substances Act (101 of 1965) and the Regulations pertaining to the Act is essential. **Grade 2**: Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience. **Grade 3**: Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience. Salary grade will be determined in accordance with the above requirements as per the OSD. NB: Original certified certificates of service must be
submitted with your application as well as proof of registration as a Pharmacist. Good communication (written and verbal), computer literacy, planning, supervisory, time management, co-ordination and organisation skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Must be willing to travel and work irregular hours.

**DUTIES**

Assess and evaluate new applications for registration of medicines and amendments of registered medicines. Generate evaluation report for each application. Present report to the internal peer review process and advisory committee. Evaluate applicant responses to recommendations for registration of medicines. Evaluate the quality and efficacy (bio-equivalence) aspects. Provide technical assistance and support to the Advisory Committees. Lead and manage assessment peer review and discussion group. Format the evaluators’ reports for presenting to the committee meetings. Record statistics and forward recommendation to admin staff for communication of Committee recommendation to the applicant. Risk Management and Audit. SOP and Guidelines must be adhered to. Create and maintain data bases. Respond to queries on applications for registration of medicines. Develop and update guidelines, SOPs for the Pre-Registration Unit. Capture Committee policy recommendations which are to be used to update guidelines and ensure that the guidelines are updated accordingly. Provide weekly work-plan and output to the unit manager (qualitative and quantities reports).

**ENQUIRIES**

Ms H Motsogi at Tel No: (012) 395 8660

**POST 31/39**

**ASSISTANT DIRECTOR: EXPANDED PROGRAMME ON IMMUNISATION**

(REF NO: NDOH 50/2018)

Directorate: Child and Youth Health

**SALARY**

R444 693 per annum (plus competitive benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

A three-year Bachelor’s Degree/equivalent NQF 6 qualification Health Sciences or Epidemiology or Information Management. At least two (2) years’ experience in Data Management. Knowledge of Expanded Programme on Immunisation (EPI) conditions (goals, objectives, and criteria) as well as other vaccine preventable diseases. Knowledge of Data Management Principles (collection, collation, capturing, analysing & reporting). Good communication skills (verbal and written), report writing, management and organizational skills, computer skills (MS Office Package) and District Health Information System (DHIS). Knowledge of EPI-info software will be an added advantage. Willingness to work beyond the normal working hours. A valid driver’s license.

**DUTIES**

Management of immunisation data on day to day basis. Conduct training on new or updated data management systems. Monitoring and evaluation for routine immunisation and supplementary immunisation activities (i.e. indicators, analysis, and interpretation, structure and frequency of feedback). Development and updating of data management systems for routine, Supplementary Immunisation Activities and new vaccines. Compilation and analysis of immunisation data reports on monthly basis. Produce relevant immunisation reports and submit timely as required by the National Department of Health and other stakeholders. Coordinate the national laboratory containment activities. Participate in the EPI ministerial committees. Address the audit queries relating to the immunisation data. Attend to general correspondence and liaise with stakeholders from time to time.

**ENQUIRIES**

Ms Elizabeth Maseti at Tel No: (012) 395 8380

**NOTE**

Applicants from Coloured and Indian group are encouraged to apply.
ANNEXURE G

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.

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.

FOR ATTENTION: Sub-directorate: Human Resource Management, Kimberly

CLOSING DATE: 20 August 2018 at 16:00

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

OTHER POST

POST 31/40: COID EMPLOYER AUDITOR REF NO: HR4/4/8/316 (X2 POSTS)

SALARY: R242 475 per annum

CENTRE: Provincial Office: Northern Cape


DUTIES: Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within the prescribed time frames. Issue Enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on weekly basis to report performance.

ENQUIRIES: Mr. IS Vass, Tel No: (053) 8381652
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: 17 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.

OTHER POSTS

POST 31/41: DEPUTY DIRECTOR: INDUSTRIAL MINERALS REF NO: DMR/18/0028

SALARY: R826 053 per annum Level 12

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate Honours degree or equivalent (NQF Level 8 as prescribed by SAQA) in Mineral Economics, Mining Engineering, Geology, Mining Geology, Chemistry, Chemical Engineering, Metallurgy/Metallurgical Engineering coupled with three years relevant experience at Junior Management; PLUS the following key competencies: Knowledge: In-depth knowledge of mineral commodities Advanced knowledge and expertise with respect to South Africa’s minerals and mining industry well as acquaintance with diversified global mineral and mining terrains world. A vast knowledge of Industrial Minerals will be an added advantage. Advanced knowledge of policies applicable to mining and mineral industries. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Skills: Well developed skills in management, leadership, policy implementation and negotiation skills. Strong problem solving, time management, interpersonal and organizational skills, Well developed research and presentation skills. Proficient communication at high level, including public, public speaking and report writing effectively and concisely. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Communication: Sound verbal and written communication capabilities Communicate effectively and concisely (verbally and in writing) by technical/strategic/business report writing). Public speaking capability Report Writing Skills; Creativity: Ability to compile, analyse and interpret data. Innovative and creative thinking capabilities.

DUTIES: Conduct in-depth research and market analyses, forecast trends in prices and supply and demand patterns and compile advanced mineral economic reports and or presentations, directories, memoranda and articles on the Industrial Minerals sector as well as on the general minerals and mining industry. Supervise and edit work of mineral economists such as mineral economic related reports, directories,
memoranda and articles on Industrial Mineral commodities. Handle mineral economic enquiries and advise on Industrial Minerals and matters. Ensure effective and efficient management of the Industrial Minerals Sub-directorate in order to add value towards the achievement of the strategic objectives of the Mineral Economics directorate and the Department of Mineral Resources. Assist in the promotion of South Africa’s mineral industry through participation in conferences, seminars, forums, workshops, exhibitions, etc, both locally and internationally, and advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa’s minerals. Attend to ad hoc tasks and Minerals related queries of an advanced nature.

ENQUIRIES : Mr R Maseliana ☎ 012 444 3731
NOTE : Capability to work under pressure and a valid driver’s license are essential. The incumbent will be required to travel both locally and internationally on a regular basis. Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 31/42 : SENIOR VETTING INVESTIGATOR REF NO: DMR/18/0029

SALARY : R444 693 per annum Level 10
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate B Degree or equivalent in Social Sciences or related field plus a Certificate of Competency in Vetting Training Programme and a valid driver’s licence coupled with three (03) to (05) years investigation experience. PLUS the following key competencies: Knowledge: Skills: Well developed skills in management, leadership, policy implementation and negotiation skills. Strong problem solving, time management, interpersonal and organizational skills, Well developed research and presentation skills. Proficient communication at high level, including public, public speaking and report writing effectively and concisely. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Vetting policy, standards, procedures and relevant Acts; Skills: Report writing, planning and organising, problem solving, analytical skills, self-management, customer focus and responsiveness, initiative, acceptance of responsibility, teamwork and ability to manage conflict; Communication: (verbal and writing); Creativity: creativity and decision maker.

DUTIES : Conduct vetting fieldwork investigation. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation. Ensure effective communication channel and systems between the Department and the National Intelligence Agency (NIA) and other related agencies and manage files related to vetting projects.

ENQUIRIES : Mr MP Mathebula ☎ 012 444 3155
NOTE : Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 31/43 : ASSISTANT DIRECTOR: SPECIAL ASSIGNMENTS REF NO: DMR/18/0030

This is a re-advert, people who previously applied needs to re-apply, if they are still interested in the posts.

SALARY : R444 693 per annum Level 10
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate National Diploma/Degree in Internal Audit, Policing, Forensic Investigation, Law and other relevant qualifications coupled with relevant experience in investigations PLUS the following key competencies: Knowledge: IIA Standards. ACFE Standards COSO, PFMA, Treasury Regulations, Prevention of organized crime Act, Prevention and Combating of Corrupt Activities Act. Protected Disclosures Act, Constitution of the Republic of South Africa, King IV, Skills: Leadership interviewing and investigating skills, Computer literacy, Coaching skills, Analytical skills; Communication: Good verbal and written communication; Creativity: Information evaluation, decision-making creativity etc.

DUTIES : Prepare and review the preliminary assessment of allegations. Interview suspects and follow relevant leads. Perform quality investigative work in line with applicable investigation standards and other relevant laws and regulations. Prepare and review a submission to the Director General on audit reports issued. Prepare and
provide relevant documentation to internal (Labour Relations) and external (SAPS) where such is needed. Participate in the discussion and provision of advice to Labour Relations on charges based. Compile and review draft investigative reports and communicate with clients in a timely manner. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Build relationship with clients, external auditors, other assurance providers.

ENQUIRIES: Mr Moses Mphuthi 012 444-3216
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.
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: 17 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.

Management Echelon

Post 31/44: Director: Youth Legislation & Policy REF NO: 069/2018
Directorate: Youth Legislation & Policy

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

Centre: Pretoria

Requirements: A 3-year tertiary qualification (NQF 7) in Youth Development or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist
training courses will be an added advantage. Must possess a good understanding as well as experience of Youth Development, Policy development, Monitoring & Evaluation and report writing. Competencies / Skills: The ideal candidate should have the following skills: research, planning, coordination and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Ability to work with diversity and multi-disciplinary teams. Must have a valid Driver’s Licence and be prepared to travel frequently.

**DUTIES**:
The successful candidate will be responsible to ensure the development and review of legislation, policies, strategies, frameworks and plans for youth development. This entails: Overseeing the developing and reviewing of the National Youth Policy (NYP) as well as supplementary Youth legislation, plans, policies, strategies and frameworks. The developing of generic norms and standards for youth development. Rendering of advice and support for the development of legislation, plans, policies, strategies and frameworks across government. Assessing of departmental plans on youth for quality and the ensuring of its alignment with the NDP/MTSF/NYP. Monitoring/recommending of the Directorate’s statutory responsibilities in terms of PSA, PFMA and DPSA prescripts. Managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and annual performance planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.

**ENQUIRIES**:
Mr N Nomlala, Tel No: (012) 312-0452.
It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.

CLOSING DATE: 21 August 2018

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, submit financial disclosure and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified within the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

POST 31/45: DEPUTY DIRECTOR-GENERAL: EMPLOYMENT OF CONDITIONS OF SERVICE (PREVIOUSLY NAMED LABOUR) REF NO: DPSA/18/011
Purpose: The role of this executive management position in the Employment of Conditions of Service branch is to maintain an affordable Public Service Wage Bill through informed compensable job worth and comparable employment conditions of service whilst ensuring a professional and disciplined workforce with requisite developed technical and specialist skills and enhanced capabilities.

SALARY: An inclusive structured package of R1 370 973 per annum at Level 15. An annual progression up to a maximum salary of R1 544 406 is possible subject to satisfactory performance. The all-inclusive package consists of a Basic Salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate SAQA recognised undergraduate qualification and a post graduate qualification (at NQF 8), in either Economics, Labour Law, Social Science, Business Management, Human Resources or Finance, At least a minimum 8-10 years appropriate experience at a Senior Management Level with demonstrable strengths in managing complex environments, Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills, Knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium
Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial Management and Human Resource Management. A person with excellent people management skills who can communicate effectively with all employees and principals alike.

**DUTIES**: Managing the Public Service Collective Bargaining environment focusing on managing employment relations, conditions of service, discipline policies, grievance and dispute resolution management systems, as well as, PS job grading and evaluation systems. Support the interpretation of collective agreements into employment practices, as well as, input into other legislative employment practices, Development of Negotiation Frameworks with other key stakeholders in Government, Provide Secretariat functions to the Ministerial Mandating Committee, Manage the branch and its deliverables against the expected Annual Targets and Projects, Provide strategic leadership for effective and efficient management of the branch, Conduct ongoing research on trends and analysis of salary payment systems and benefits.

**ENQUIRIES**: Ms. Linda Dludla, Tel No: (012) 336 1282

**POST 31/46**: CHIEF DIRECTOR: LABOUR RELATIONS, NEGOTIATIONS AND DISCIPLINE MANAGEMENT REF NO: DPSA/18/012

**SALARY**: All-inclusive package of R1 127 334 per annum (Level 14). An annual pay progression up to a maximum salary of R1 347 879 is possible, subject to satisfactory performance. 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 personal needs within the SMS framework.

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate B degree or equivalent qualification at NQF level 7 in Labour Law or Human Resource Management, A postgraduate qualification in Labour Relations/Labour Law/Human Resource Management/ would be added advantages, At least 5 years’ appropriate experience at Senior Management level is a prerequisite, Sound knowledge of the Public Service legislative framework, collective bargaining processes and structures, Extensive experience in the collective bargaining and labour relations environment, Highly developed negotiation, stakeholder management, as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills, The ability to interpret and communicate complex strategic matters, Conversant with Public Service negotiation and conditions of service frameworks, Strong leadership qualities and the ability to work in a collaborative environment with key stakeholder departments, including National Treasury, as well as social partners, Computer literacy, Financial and people management skills, A valid driver’s licence.

**DUTIES**: Develop, implement, monitor and review policies on negotiations, labour relations, including discipline management, for the Public Service, Lead the State as Employer in negotiating salaries and other conditions of service in the Public Service Coordinating Bargaining Council (PSCBC), Lead the State as Employer in the preparation of and securing the necessary mandates for negotiations on matters of mutual interest from the Minister for the Public Service and Administration (MPSA) and the Committee of Ministers, Develop and advise on negotiations strategies and approaches aimed at advancing the interests of the State as Employer, Promote sound labour relations in the Public Service Monitor progress in the various sectoral and departmental bargaining structures, Ensure, monitor and report to the MPSA on the implementation of collective agreements reached in the PSCBC and the General Public Service Sector Bargaining Council (GPSSBC), Advise the MPSA and Director-General on collective bargaining and labour relations matters, Manage projects in the Chief Directorate, Ensure representation of the State as Employer in the governance and ad hoc committees of the PSCBC and GPSSBC, Ensure people and financial management of the Chief Directorate.
ENQUIRIES : Ms. Linda Dludla, Tel No: (012) 336 1282

OTHER POST

POST 31/47 : DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND YOUTH DEVELOPMENT
REF NO: DPSA/18/013
Purpose: To provide policy frameworks and support in ensuring diversity management, employment equity, gender mainstreaming and youth development in the Public Service.

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate B Degree or equivalent qualification in Social Sciences (at NQF level 7). At least 3-5 years’ appropriate experience coordination of diversity management programmes (gender, youth and Employment Equity. Knowledge of Public Service Regulatory Framework. Sound understanding of DPSA Strategy. Knowledge of National Policies on EE, Gender and Youth. Knowledge of Employment Equity, Affirmative Action programme and relevant International Instruments/Agreements on Women and Youth. Proven experience in managerial support and skills in decision-making, negotiation skills, written and verbal communication skills, conflict management, teamwork, financial management, good interpersonal relations, people management, analytical and strategic management skills.

DUTIES : Develop, implement and maintain employment equity, transformation and gender and youth policies, guidelines, procedure manuals and practices in the Public Service. Provide advice and support to National and Provincial Departments and develop intervention strategies, programmes and practices to meet employment equity targets and affirmative action and youth empowerment. Mainstreaming gender issues. (Analysis of the implementation plans and reports of the Gender Equality Strategic Framework for the Public Service. Collaborate with national processes in supporting global, regional and sub-regional activities. (Assist in development reports on gender equality, women’s empowerment, representation of women in decision making positions, and youth development to the African Union (AU), Southern African Development Community (SADC), United Nation (UN), Commonwealth and relevant global agreements, Participate in global, AU and SADC conferences). Manage human and financial resources.

ENQUIRIES : Ms. Fanani Manugu, Tel No: 012 336 1271
ANNEXURE K

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

APPLICATIONS
The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION
Ms N.P Mudau

CLOSING DATE
17 August 2018 at 16h00

NOTE
An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 31/48
DIRECTOR IT PROJECTS (IT PROJECTS) REF NO: 2018 / 56
Corporate Services

SALARY
All-inclusive salary package of R948 174 per annum. (Total package to be structured in accordance with the rules of the senior management services)

CENTRE
Head Office

REQUIREMENTS
Undergraduate qualification (NQF level 7) in Information Technology, Computer Science or related qualifications. Coupled with 5 years managerial experience at Middle/Senior Management level. Extensive relevant experiences in IT Project Management with appropriate IT Project management, a Project management qualification, preferably PMP or Prince 2 certification sound HR management skills, Budget control and financial management skills, IT application development experience, contract management skills, good communication and report- writing abilities.

DUTIES
The successful candidate will be responsible for: managing the Information and Communication Technology (ICT) project office, with multiple projects using agreed methodologies, participate in IT strategy formulation, manage the following key project management knowledge areas: Project integration management; scope management; time management; Project quality management; Project human resources management; Project communications management; Project risk management; Project procurement management. Manage e – Government projects for the Department, manage applicable government Information Technology Officers Council ( GITOC) projects, implement project management methodologies to cover end –to end project life cycle, manage Information Technology contracts, provide input to the ICT strategy formulation, allocate project management resources and balance resources for optimum management of projects, formulate and negotiate service level agreements with service providers, keep abreast of tenders and projects that will impact information services, determine applications standards for the project office, ensure adequate documentation of all applications systems used in the project office, manage
research of new project management approaches and technologies, manage project contracts, play a key role in risk management, identify staff training needs and arrange for training, manage staff performance and provide honest feedback, manage the change control and problem management matters related to projects.

ENQUIRIES : Mr. E Ledwaba, Tel No: (012) 406 1275
NOTE : It will be expected of the successful candidates to undergo a competency assessment and to sign a performance agreement. All short-listed candidates will be subjected to a technical exercise that intends to test relevant elements of the job.

OTHER POST

POST 31/49 : EXECUTIVE OFFICE MANAGER: CORPORATE SERVICES REF NO: 2018/57

SALARY : All-inclusive salary package of R697 011 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service Regulation, Wide range of office management and administrative tasks, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure.

DUTIES : Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets. Develop the work plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit, Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1548
DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

APPLICATIONS

Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

CLOSING DATE

17 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 31/50

DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT (REF NO: 3/2/1/2018/239)

Directorate: Rural Infrastructure Development

SALARY

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

CENTRE

Mpumalanga (Nelspruit)

REQUIREMENTS

Bachelor’s degree or Advance Diploma in Built Environment Professions (NQF7) or relevant qualification. 5 years’ experience at a middle/senior managerial level. Experience in constructions project management. Experience in compiling of Construction Industry Development Board (CIDB) aligned construction bid documents. Job related knowledge: Comprehensive Rural Development Programme (CRDP); Government procurement policies; Departmental acts, policies and procedures; Financial planning and expenditure reporting; Monitoring and Evaluation; Infrastructure planning and implementation; Financial and human resource management. Job related skills: Leadership; Computer literacy; Good communication; Negotiation and networking; Project management; Financial planning. A valid drivers’ license (code 08).

DUTIES

Facilitate economic and ICT infrastructure development. Facilitate social infrastructure, public amenities and facilities development. Facilitate the process of resource planning and mobilisation. Coordinate stakeholders and provincial departments of the CRDP infrastructure component. Facilitate alignment of budgets for infrastructure development. Manage all rural infrastructure projects and related issues at provincial level. Represent the Department at all required fora to facilitate infrastructure development.
ENQUIRIES: should you experience any difficulties with your online application; technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677.

NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

Closing Date: 17 August 2018

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

Management Echelon

Post 31/51: Director: Impact Assessment Ref No: ODG/ECO 005
Overview: To conduct economic analysis and produce reports that for the purposes of informing policy decisions and keeping the dti abreast of the latest local and international economic developments.

Salary: All-inclusive remuneration package of R948 174 per annum Level 13

Centre: Pretoria

Requirements:

Duties:
Economic analysis: Scan domestic and international economic and sectoral trends and derive implications for the dti. Provide authoritative economic analysis and commentary on the latest and topical economic issues (opinion pieces). Provide high quality Socio-economic briefing report to the department's political principals. Use standard and innovative economic analysis tools, including quantitative tools to support better project programme and policy planning and analysis for the key decision makers. Produce monthly economic intelligence briefs. Produce ad-hoc economic analysis reports as might be deemed necessary by the Chief Director and the Chief Economist. Production of internal economic publications: Produce an annual report on the institutional and strategic challenges to the SA Economic Development. Produce, publish and disseminate an annual report on the state the South African manufacturing sector. Produce, publish and disseminate bi - annual reports on the state of investment in South Africa. Produce bi - annual reports on the state of employment in South Africa and the implications for the economic growth and social stability. Write the "Economic Overview" sections of the dti's Annual Report, Strategic Plan and Annual Performance Plan. Financial
management: Ensure that the directorate always adheres to the PFMA, PPPFA, and other relevant laws and regulations and does not incur irregular, wasteful and fruitless expenditure. Ensure that the directorate inputs into the MTEF are coordinated and consolidated. Manage the directorate budget expenditure and timeously provide reasons for variance to Divisional Financial Advisor. Risk management: Identify risks for the directorate and develop a risk management plan. Respond to internal audit queries timeously. Update contract management database. Human resource management: Ensure compliance with submission requirements for performance agreements and review forms. Facilitate timeous filling of directorate’s vacancies. Conduct the directorate’s skills and training needs analysis and develop appropriate training and development interventions and plans.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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

OTHER POSTS

POST 31/52: DEPUTY DIRECTOR: ELECTRO-TECHNICAL REF NO: IDD/ELECTRO 005
Overview: To develop, provide technical inputs and advise on Electro - Technical processes, policies and programmes.

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

DUTIES: Develop and review strategies, policies and procedures: Develop and review Electro - Technical sector Industrial Development policies. Provide support in management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and co-ordination in the Electro - Technical Industries that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Electro - Technical development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Work closely with other units within the dti and other departments involved in the Electro - Technical sector to develop a supportive policy environment to implement the key action programmes as well as develop contractual framework that would enhance long-term relationship with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Electro - Technical challenges. Participate in identification of stakeholders needs. Create and maintain stakeholder’s database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relation with stakeholders, including other government departments and tiers of government, organized business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support growth of the sector. Conduct research, identify best practice in the area of Plastics sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Electro - Technical policies, procedures and strategy in line

ENQUIRIES
Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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

POST 31/53
DEPUTY DIRECTOR: COSMETICS REF NO: IDD/COSM 011
Overview: To develop, advise and provide technical support for the Cosmetics policies, strategies and programmes.

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

CENTRE
Pretoria

REQUIREMENTS

DUTIES
Develop and review strategies, policies and procedures: Develop and review Cosmetics sector Industrial Development policies. Provide support in management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and co-ordination in the Cosmetics Industries that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Cosmetics development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Work closely with other units within the dti and other departments involved in the Cosmetics sector to develop a supportive policy environment to implement the key action programmes as well as develop contractual framework that would enhance long-term relationship with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Cosmetics challenges. Participate in identification of stakeholders needs. Create and maintain stakeholder’s database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relation with stakeholders, including other government departments and tiers of government, organized business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support growth of the sector. Conduct research, identify best practice in the area of Cosmetics sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Cosmetics policies, procedures and strategy in line with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Cosmetics sector. Provide support in the analysis of Cosmetics sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and
procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards to the impact of Cosmetics interventions and prepare reports. Coordinate all administrative aspects: Handle all enquiries and requests regarding Cosmetics initiatives. Provide inputs on divisional budget and business plans in respect of Cosmetics. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Cosmetics sector analysis reports. Implementation of sector development interventions: Support the implementation of sector development interventions. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

ENQUIRIES

NOTE: In terms of the dti's EE requirements, preference will be given to White candidates, Coloured male and Indian male candidates.

POST 31/54: LIQUOR TRADE INSPECTORS REF NO: CCRD/NLA 032

Overview: To enforce compliance to National Liquor Act.

SALARY: Commencing salary of R444 693 per annum, excluding benefits Level 10

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements A three - year National Diploma / B degree in Law or related degree. 3-5 years' relevant experience in a compliance / enforcement environment. Key requirements: Experience in conducting inspections and investigations. Experience in providing inputs in developing and reviewing of policies. Experience in stakeholder management and project management. Experience in research and report writing. Presentation skills, communication skills (verbal and written), planning and organising skills. Business performance management and corporate governance. Knowledge and understanding of Public Finance Management Act, Tax Act, Treasury Regulations, Public Service Act, National Liquor Act, Criminal Procedure Act and Public Service Regulations.

DUTIES: Enforce and monitor compliance on National Liquor Act: Conduct all inspections as contemplated in the Liquor Act. Conduct raid operations as and when required. Compile weekly, monthly and quarterly reports. Conduct regular inspections to ensure compliance with registration conditions. Conduct targeted inspections to ensure compliance with National Liquor Act. Compile monthly and quarterly reports on non-compliance notices issued. Issue compliance notices to non-complying registrants. Co-ordinate partnership and networking within the dti and other government departments and institutions: Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Initiate and maintain the working relations between key stakeholders. Create database, monitor and review stakeholder’s feedback and reaction. Provide effective communication regarding outputs and activities of the external stakeholders and industry initiatives. Coordinate administrative functions of the unit: Handle all enquiries and requests regarding Legal Enforcement and Compliance. Contribute in the review of business process procedures and systems. Provide inputs on divisional budget and business plans. Compile progress reports on a monthly basis on the projects as per request. Provide inputs into the strategic direction of the unit. Participate in the implementation of the agreed project and programmes. Participate in the developing and reviewing of the National Liquor policies and strategy: Provide technical inputs into developing, reviewing and implementing Liquor enforcement policies and strategies. Provide technical inputs in the implementation of policies and strategies. Coordinate and participate in the workshops which identify the value of chain and action plans for the Liquor sector. Assess effectiveness of existing policies and procedures and recommend improvements of managerial policies, practices, methods and procedures. Monitors changes in regulations and technology that may affect operations, implementation of the National Liquor policies.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to Coloured, Indian and White candidates.
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS:

Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole

Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to The Regional Head: Bloemfontein, Department Water and Sanitation, Private Bag 528, Bloemfontein 9300 or hand-deliver at the Bloem Plaza, Bloemfontein, Second floor. For attention: Ms L Ntja

Eastern Cape (East London, King Williams Town): Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town. For attention: Ms T Solwandle

Northern Cape (Kimberly): Please forward your applications quoting the relevant reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag x6101. Kimberley 8301 or hand deliver at 28 Central Road, Beaconsfield, Kimberley. For attention: Mr J Mashele

Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200 or hand deliver to Prorom Building, Reception Ground Floor, Corner Brown and Paul Kruger Street, Mbombela. For attention: Mr AA Lessing

Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Mr B Saki

CLOSING DATE: 17 August 2018

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 31/55: CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 170818/01
Branch: Finance Main Account
CD: Supply Chain and Asset Management

SALARY: R1 127 334 per annum, (All inclusive salary package)
CENTRE: Head Office, Pretoria

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**REQUIREMENTS**

A relevant Bachelors Degree in Finance / Supply Chain Management (NQF level 7) or relevant qualification. Five (5) years experience at a senior management level. Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting and Financial analysis. Understanding of Public Finance Management Act, Treasury Regulations and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct. Honesty and integrity is pivotal. A valid driver's license (A certified copy must be attached).

**DUTIES**

Lead the development of supply chain and policies and procedures. Guide reviews of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meeting with key stakeholders e.g. IT (review and maintenance of system). Ensure implementation of centralisation of Chief buyers. Ensure payments are conducted timeously to suppliers. Facilitate departmental asset management. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the facilitation of risk assessment process. Develop project plan to mitigate risks.

**ENQUIRIES**

Mr F Moatshe, Tel No: 012 336 7647

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**REQUIREMENTS**

A Bachelor Degree in Information Technology (NQF 7). Five (5) years IT Operations Management experience should be at a middle / senior management level. ITIL certification will be an added advantage. Demonstrated experience in the development of IT Operational plans, policies; Standards, and procedures. Demonstrated experience in IT service Management, Service level management and IT contract management with the ability to produce reports. Experience with support and troubleshooting of personal computers, servers and network devices. Strong dedication to customer service. A valid driver’s licence (A certified copy must be attached).

**DUTIES**

Manage and oversee the ICT service desk as a single point of contact for ICT services. Manage Service Level Agreements of the Department. Manage the IT Service Management process. Responsible for the IT Assess lifecycle management. Perform appropriate End user support including transversal systems to Head Office and Regional offices for the Department of Water and Sanitation’s standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures. Administer and maintain information technology systems (Data Centre Servers, LAN and WAN equipment). Responsible for installation, and life-cycle maintenance of PCs, servers and LAN network connectivity equipment. Development and alignment of IT operational plans in collaboration with the Chief Information Officer (CIO). Regular monitoring and reporting of IT Operational activities. Ensure IT operation’s compliance in accordance with ICT standards, policies and procedures. Any other duties as assigned.

**ENQUIRIES**

Mr A Kekana, Tel No: 012 336 8701
### POST 31/57: CHIEF ENGINEER GRADE A REF NO: 170818/03

**Operational Integration: Eastern Cape**  
**SD:** Compliance Monitoring  
**SALARY:** R991 281 per annum (all inclusive OSD salary package)  
**CENTRE:** Eastern Cape Regional Office: King William’s Town  
**REQUIREMENTS:** An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification engineering experience as a registered professional engineer with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver’s Licence (certified copy must be attached). Experience in water resources planning and management. Experience in planning, hydrological modelling, economic analysis, ecological matters, policy development and institutional aspects. Computer literacy and good computer programming skills. Good communication skills (verbal and written) and negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant acts. Must be available to travel as and when required, often at short notice.  
**DUTIES:** Identify, set-up and manage multi-disciplinary catchment-wide planning studies, identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines, comparative analysis. Report on investigations of possible water resource developments and/or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in sector. Compile Terms of References for planning studies. Management and administration of professional service providers, including financial administration. Close interaction with other components, provincial and central Government departments, other development agencies, local authorities, the public and public institutions. Responsible for budgeting for all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.  
**ENQUIRIES:** Ms P Makhanya Tel No: (043) 604 5401

### POST 31/58: SCIENTIST MANAGER GRADE A REF NO: 170818/04

**Branch:** Operational Integration: Western Cape  
**SD:** Resource Protection  
**SALARY:** R854 154 per annum, (All inclusive OSD salary package)  
**CENTRE:** Western Cape Provincial Office: Bellville  
**REQUIREMENTS:** A MSc degree or relevant qualification. Six (6) years post qualification Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Experience on RDM tools. Experience in water resource management. Scientific methodologies and models. Research and development. Knowledge of legal compliance and scientific presentation. Practical knowledge in data analysis, professional judgment and scientific mentoring. Policy analysis and implementation specific to CM. Strategic capability and leadership. Programme and project management. Knowledge of Financial management, Change management, problem solving and analysis skills. Knowledge management, people management, empowerment, client orientation, customers focus and communication skills. Conflict management, accountability and good ethical skills. A valid driver’s license (certified copy must be attached).  
**DUTIES:** Review and recommend / approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational service. Monitor scientific efficiencies according to organizational goals. Facilitate the compilation of innovation proposals to optimize limited resources in achieving increased levels of compliance within industry. Monitor compliance of the RQO’s set for significant
water resource. Manage and coordinate Western Cape Freshwater Ecosystems which include rivers through River Eco-status Monitoring Programme (REMP), Wetlands and Estuaries. Standard operating procedures to enable other CM units to monitor compliance to the Reserve and Class in the water use authorisations. Business process design to facilitate data flow from water quality monitoring programmes to compliance monitoring and data flow for further action (enforcement, CMS, authorisation or Ecosystem services). PESTLE evaluation and identification of projects specific to RDM RQO’s to address identified weaknesses and risks. Align project to organizational strategies. Provide support and advice to the stakeholders. Review scientific documents. Design scientific methodology for the analysis of scientific data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposal and compile reports. Develop and customize scientific models. Manage and guide scientific research to improve expertise. Develop guidelines according to research results. Publish and present research findings (results). Lead, co-ordinate and conduct basic and applied research or knowledge application. Facilitate and monitor inspections measuring compliance to RQOs and ensure it is done according to prescribed Standard Operating Procedures (SOP). Ensure that inspection/ audit report is done according to standard inspection template. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters. Ensure the availability and management of funds to meet the MTEF objectives within the scientific environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage personnel key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

POST 31/59

DEPUTY DIRECTOR: COMPLIANCE MONITORING REF NO: 170818/05
Operational Integration: Mpumalanga
Dir: Regulation

SALARY

R826 053 per annum, (Level 12) (All inclusive salary package)

CENTRE

Mpumalanga: Mbombela

REQUIREMENTS

A three (3) year Bachelors Degree or Diploma in Science. Three (3) to five (5) years in Water Sector/ Water Services. A valid driver’s license. (Certified copy must be attached). A clear understanding of the departments role and implementation of policies with respect to water resource management. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience of administrative and clerical procedures and systems. Practical knowledge of the Governmental financial systems. Knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management and Compliance Monitoring and Enforcement. Good computer literacy skills. Innovative thinking, negotiating and networking skills.
DUTIES

Provide leadership to the section, develop and share a vision and mission for the section. Promote team building within and beyond the section. Ensure adequate support to subordinates. Promote transformation within the directorate. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advice top management and the legislatures as well as relevant sector bodies on policies and strategies relevant to the Directorate. Conduct strategic and business planning for the section. Participate as a key player in the water affairs function strategic plan. Develop a strategic plan for the section. Develops and manage the budget for the section. Develop an expenditure forecast. Participate in the recruitment and selection of staff. Manage the development of individuals in subordinate positions. Ensure effective development and implementation of policies and strategies for the section. Ensure the development and implementation of financial strategy development for the section. Ensure the monitoring of compliance of water programmes with national regulatory framework. Ensure site visits for DWS quality, standard, norms and sustainability. Ensure analysis of data for monthly internal and quarterly external reporting. Ensure synchronisation of water services (WS) and water resource (WR). Liaise with relevant stakeholders in the province with regard to synchronisation of WR and WS. Ensure the consolidation of all quarterly regional information into the Water Section Work Plan reporting tool. Ensure that the Department and Ministerial priorities for each region as agreed in their business plan are captured programmatically in the work plan tool and report on. Ensure specific regional analysis on spot check data. Manage WSA in fulfilling its water services responsibility in terms for MIG and WSDPs. Oversee proactive monitoring and evaluate of water service delivery by WSAs. To ensure the planning of interventions for poor performance: manage and oversee the planning of interventions for poor performance.

ENQUIRIES

Ms G Nyalunga, Tel No: 013 759 7314

POST 31/60

CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 170818/06

Operational Integration: Northern Cape (Lower Vaal WMA)

SALARY

R468 513 per annum (offer based on proven years of experience)

CENTRE

Kimberley

REQUIREMENTS

A four-year degree or equivalent qualification in Natural or Environmental Sciences and six (6) years post-qualification experience. A valid driver’s license (A certified copy must be attached). Computer literacy. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department’s water use authorization process. A clear understanding of the Department’s role and policy with respect to Water Resource Management. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Managerial skills. Good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources policies. A clear understanding of transformation in the Public Service.

DUTIES

Implement and enforce the National Water Act, 1998 (Act 36 of 1998) as well as DWA policies and Regulations. Assist in the development of policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Biodiversity Officers and other Officers at lower ranks. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES

Mr M Mahunonyane, Tel No: (053) 830 8800
POST 31/61  :  ASSISTANT DIRECTOR: COMMUNICATION  REF NO: 170818/08
Branch: Operational Integration Free State
SD: Corporate Management

SALARY         :  R356 289 per annum (Level 09)
CENTRE         :  Bloemfontein
REQUIREMENTS   :  A National Diploma or Bachelors Degree in Communication, Journalism, Public Relations or Media Studies. Three (3) to five (5) years working experience in communication or newsroom environment. Proficiency in at least three (3) official languages. Practical working experience in communication and media. Knowledge of communication principles, techniques and tools. Knowledge and practical working experience in writing, reviewing and proofreading. Understanding of Programme and Project Management. Knowledge and understanding of media management. Knowledge of social media trends. Problem solving and analysis. Knowledge on Government protocol and implementation thereof. People, Financial, Asset and diversity management. Client orientation and customer focused. Good communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES         :  Develop and implement communication plans and strategies. Develop and implement media plans, organise media briefings and ensure media coverage. Develop media products. Disseminate knowledge relating to information on DWS mandate, policies and projects. Organise and implement publicity projects. Conduct public awareness campaigns. Produce departmental publications. Promote departmental image and identity. Facilitate Branding for the department. Establish and maintain stakeholder relations with the media. Manage all Social Media platforms.

ENQUIRIES      :  Mr R Claassen Tel No: 051 405 9227

POST 31/62  :  SCIENTIFIC TECHNICIAN: GRADE A  REF NO: 170818/07
Branch: Operational Integration: Western Cape
SD: Ground Water Management

SALARY         :  R293 652 per annum (OSD)
CENTRE         :  Western Cape: Bellville

DUTIES         :  Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities and groundwater data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Preparation of data and routine interpretation. Groundwater database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Continuous professional development to keep up with new technologies and...
procedures. Conceptualize and development of scientific equipment. Equipment
review. Publish and present technical reports and research findings. Publish and
present technical reports and research findings. Liaise with relevant
bodies/councils on technology-related matters. Mentor, train and develop
candidate research technicians and others to promote skills/knowledge transfer
and adherence to sound scientific principles and code of practice. Supervise
technical support and processes. Manage the performance management and
development of staff.

ENQUIRIES : Mr B Zenzile, Tel No: 021 941 6219

POST 31/63 : CHIEF ADMINISTRATION CLERK REF NO: 170818/09
Branch: Operational Integration Eastern Cape
Div: Auxiliary Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Eastern Cape: King William Town
REQUIREMENTS : A Senior certificate or equivalent. Three (3) to Five (5) years of experience in
administration. Knowledge of administrative procedures. Knowledge of Treasury
Regulations and Public Finance Management Act. Computer literate in (Ms Word,
Excel, Power Point, Outlook, Database and Internet). Good verbal and written
communication, problem solving, decision-making and good interpersonal skills.
Ability to perform under pressure, work independently and be responsible with
minimal supervision.

DUTIES : Monitor contract appointments and expiry dates under administration. Preparation
of specifications for tender contracts. Preparation of submissions for approval by
BID Committee. Facilitation of monthly meetings with service providers and
provide portfolio of evidence. Compiling and consolidation of reports, minute taking
and record keeping. Preparation of agendas, memorandums and all other
correspondence. Liaise with Supply Chain Management in drafting of
specifications. Sensitise the manager regarding engagements. Compile realistic
schedules of appointments. Render administrative support services. Ensure the
effective flow of information and documents to and from the office of the Manager.
Ensure the safekeeping of all documentation in the office of the manager in line
with relevant legislation and policies. Scrutinise routine submissions / reports
and make notes to support recommendations of the manager. Allocate and ensure
quality of work. Assess staff performance. Apply discipline

ENQUIRIES : Mr MP Zenzile Tel No: 043 604 5528

POST 31/64 : ACCOUNTING CLERK REVENUE MANAGEMENT REF NO: 170818/10
Branch: Operational Integration Eastern Cape
Div: Revenue Management (WTE)

SALARY : 163 563 per annum (Level 05)
CENTRE : Eastern Cape Region: East London
REQUIREMENTS : A Senior Certificate preferably with Accounting as a passed subject. Good
communication skills. Understanding of the Public Finance Management Act
(PFMA) and Treasury Regulations (TR). Knowledge of SAP and WARMS systems
will be added advantage. Valid driver’s license. Ability to work under pressure.
Willingness to travel as and when required. Computer literacy. Knowledge of
General administration within the Public Service. Good interpersonal relations.
One year appropriate experience in Debt Management will be an added
advantage.

DUTIES : Execute financial and administration activities regarding revenue administration
functions. Check and accurately capture license fees and payments on SAP
system. Analyzing and correct/rectify misallocations of payments. Customer
account maintenance, reconciliation of general ledger accounts. Resolve customer
queries. Provide effective office services to the section.

ENQUIRIES : Ms Z Roto Tel No: 043 701 0342
POST 31/65 : SENIOR ADMINISTRATION CLERK REF NO: 170818/11
Branch: Operational Integration Eastern Cape
SD: Capacity Building

SALARY : R163 563 per annum (Level 05)
CENTRE : Eastern Cape: King William’s Town
REQUIREMENTS : A Senior certificate or equivalent. Knowledge of Clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility and Team work. Basic Knowledge of problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct. Computer Literacy. Planning and organising skills.

DUTIES : Render general clerical support services. Render effective procurement of goods and services. Provide supply chain management support services within the component. Register invoices and submit to Finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. The candidate should also assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs.

ENQUIRIES : Ms Z Tutani Tel No: 043 604 5533

POST 31/66 : ASSISTANT TECHNICAL OFFICER REF NO: 170818/12
Branch: Operational Integration Eastern Cape
SD: Resource Protection

SALARY : R163 563 per annum (Level 05)
CENTRE : Eastern Cape: East London
REQUIREMENTS : A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid drivers license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.


ENQUIRIES : Ms MP Z Sishuba Tel No: 043 701 0363
ANNEXURE O

PROVINCIAL ADMINISTRATION: EASTERN CAPE
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

APPLICATIONS : Applications can be forwarded through one of the following options: Post to: The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605 or Hand Delivery: Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho.

CLOSING DATE : 17 August 2018

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 31/67 : DEPUTY DIRECTOR-GENERAL: TRADITIONAL AFFAIRS

SALARY : R1 370 973 – R1 607 079. Commencing salary R1 370 973 per annum

CENTRE : Bhisho

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8). Master’s degree in a management field will be an added advantage. Eight (8) to ten (10) years’ experience at Senior Managerial level. Knowledge: Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political office bearers, Financial Management Legislation, Regulation Policy and Treasury Instructions, Knowledge of Traditional Affairs legislation, Land matters legislation, Housing Act, Municipal Structures Act, Systems Act, Powers and functions and all other related pieces of legislation. Skills: Programme and project management, Strategic leadership skills, Business and public sector financial and people management skills, Corporate management abilities, Financial management, Problem solving and analysis, Communication, including formal presentations, organizing, Control, Effective internal relations, Function under pressure, Team Work, Co-ordination, Leadership, Innovative thinking, Computer, Policy development and analysis, Writing skills, Interviewing skills, Corporate Governance, Change management, Organizational, Transformation. Values/ Attitudes: Honesty and Integrity, Professionalism, Self-Driven, Assertive, Responsibility, Political sensitivity, Diplomacy.

DUTIES : Responsible for efficient management of the Branch including the effective utilization and training of staff and traditional leaders, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Branch and ensure the formulation and implementation of strategy and policies which will enable the
Branch/ administration to successful its role in delivering services to the communities/ clients. Ensure that policies of the government of the day (relevant the department) are translated and implemented properly to achieve the desired goals. Ensure the restoration of dignity, integrity and image of Traditional Leadership institutions (this includes the rendering of management and support services to the Provincial and Local Houses, as well as research on claims and disputes on Traditional Leadership matters). Ensure proper management and transformation of Traditional Leadership institutions. Ensure proper management of the integration of Traditional Leadership and institutions with democratically elected local government structures. Facilitate traditional community development matters and initiatives. Ensure that good relations are maintained between the Branch and all stakeholders such as SALGA, Municipalities, standing committees, Treasury, OTP, emerging contractors, NGO’s consultants etc. Manages and monitors Branch budget and action plans in consultation with CFO. Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional institutions. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management. Facilitate the development and implementation of provincial Traditional leadership and governance policies and legislation.

**ENQUIRIES**: can be directed to Ms T. Dyani at 040-609 5480

**NOTE**: Preference will be given to African Female/Male.

**DEPARTMENT OF HEALTH**

**APPLICATIONS**: Applications directed to the addresses as indicated below or Hand Delivered as indicated below:

Applications for **Maletswai Sub-District** be submitted Joe Gqabi District: Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750. Enquiries: Mr J S Ndzinze – Tel no: 051 633 9629.

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

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

**Maclear Hospital**: Post to: Human Resource Office, Maclear Hospital, PO Box 93, No 1 Fourie Street, Maclear, 5480 or Hand deliver to: HR Office, No 1 Fourie Street Maclear Hospital, Enquiries: Ms N Zuza - Tel No: 045 932 1028.

**Kouga Sub district**: Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries Mrs Phillips Tel No: 042 200 4214.

**Camdeboo Sub-District**: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel No: 049 893 0031.

**Bisho Head Office**: Post to: Recruitment & Selection Office, Department of Health, Private Bag X0038, Bhisho 5605 or Hand deliver at: Recruitment & Selection Office, Department of Health, (Old Department of Education space) Global Life Building, Independence Avenue, Bhisho, 5605. Enquiries: Makitsi Tel No: 040 608 9526/1954/ 1953

**Dora Nginza Hospital**: Post to: HR Office, Private Bag X11951 Algoa Park 6005 or Hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries Mr J. Johaar Tel No: 041 406 4435.
Empilweni TB Hospital: Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X6060, Port Elizabeth, 6200 or Hand delivery to No 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms B Bomela Tel No: 041 406 7607/36.

PE Pharmaceutical Depot: Post to: HR Office PE Pharmaceutical Depot, Private Bag X6033, Struandale Port Elizabeth 6000 or Hand delivery to: HR Office PE Pharmaceutical Depot 1104 Struanway Road Struandale, Port Elizabeth 6000 Enquiries: Ms Xwayi Tel No: 041 406 9831.

Livingstone Tertiary Hospital: Post to: The Human Resource Manager, Recruitment Section, Private bag X Korsten, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Mr Mjindi 041- 405 2121.

Sakhisizwe Sub-District: Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi – Tel No: 047 8770931.

Cradock Hospital: Post to: Human Resource Office, Cradock Hospital, Private bag X55, Cradock, 5460 or hand delivery to Cradock Hospital, 5880. Enquires: Ms F Danster – Tel No: 048 881 2123.

Frontier Regional Hospital: Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4300.

Mjanyana Hospital: Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 547 6001.

Chris Hani District Office: Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquiries: Ms Nyoka Tel No: 045 807 1110/1110.


Dodrecht Hospital: Post to: Human Resource Office, Dodrecht Hospital, P. O. Box 80, Dodrecht 5434 or Hand Deliver to No1 Grey Street, Dodrecht 5434. Enquiries: Mrs A Sokutu Tel No: 045 943 1195.


Cecilia Makiwane Hospital: Post to: Human Resource Office, Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecilia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mnoshtso Tel No: 0437082118.


Nkubela TB Hospital: Post to: HR Office, Nkubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langenyi 043 761 2131.


New Haven Hospital: Post to: New Haven Hospital, 12 Cavendish Road, Vincent, East London 5247. Enquiries: Ms Mntunzi Tel No: 049 726 3325/3225.

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

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

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

Mbashe Sub District: Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula at (047) 489 2417/16.

Tafalofefe Hospital: Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane: Enquiries: Ms V. Motabele –Tel No: 047- 498 0026.
Nkonkobe Sub-District: Post to: HR Office, Nkonkobe Health Sub-district, P.O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub-district, 1st Floor, Cape College Building, Fort Beaufort, Enquiries to: Ms V Mthanga Tel No: 0466451692.

Tower Hospital: Post to: Human Resource Office, Tower Hospital Private Bag X 229 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms Mafani Tel No: 046 645 007.


Isilimela Hospital: Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805.

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

St Barbabas Hospital: Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms U Toni - Tel No: 047 555 5300.

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


OR Tambo District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: 047 502 9000.

Fort England Hospital: Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamestown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr Dyalvane Tel No: 046 602 2300.

St Patricks Hospital: Post to: Human Resource Office, St Patricks Hospital Private Bag X531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafa Tel No: 039 251 0236.


Mt Ayliff Hospital: Post to: Human Resource Office, Mt Ayliff Hospital, Private Bag X504; Mt Ayliff, 4735. Enquiries: Ms Bukma Tel No: 039 254 0190.

CLOSING DATE: 17 August 2018

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

MANAGEMENT ECHELON

POST 31/68 : DIRECTOR: STRATEGIC PLANNING  REF NO: ECHEALTH/DIR/SPL/HO/01/07/2018

SALARY : An all-inclusive remuneration: R948 174 – R1 116 918 per annum (Level 13)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A recognised (NQF level 7) B Degree in Social Science / Public Administration / Business Management/ Health Science with at least 5 – 10 years’ experience in strategic management, performance information management and monitoring and Evaluation of which 5 years must be middle management level. Proven experience in strategic planning, internal policy formulation, development of strategic operational plans, annual reports and other reports. Team development, decision making, problem solving, Report writing and general (Academic) writing skills, Financial management, Budgeting systems, Analytical skills. Lead transformation of the organisation as a whole. Sound experience and knowledge of the Provincial Development Plan, Medium Term Strategic Framework, National Development Plan, Sustainable Development Goals and the National Health council priorities. Broad understanding of the strategic management regulatory framework, prescripts governing public service and other relevant legislation. Excellent computer skills. Ability to relate all levels within the organisation. A valid driver’s licence.

DUTIES : The incumbent is responsible for leading the strategic planning and management of the department. Develop and maintain strategic planning framework and guidelines. Facilitate the development of the five-year Strategic Plan, Annual Performance Plan, District Health Plans, Service Delivery Improvement Plans and the operational plans in accordance with the National outcomes as well as provincial and health sector priorities. Communicate and execute the departmental strategy, prepare presentations and other communication material to internal, external stakeholders and oversight bodies. Support policy development, review and analysis within the department. Ensure compliance with legislative frameworks especially the PFMA and manage human resource of the directorate.

OTHER POSTS

POST 31/69 : DEPUTY DIRECTOR: SOFT SERVICES  REF NO: ECHEALTH/DD/SS/DNH/01/07/2018

SALARY : An all-inclusive remuneration: R697 011 – R821 052 per annum (Level 11)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : A Bachelor’s Degree/ 3 year National Diploma in Public Management/Administration /Business Management/Hospitality Management or equivalent. Minimum of 3-5 years’ combined experience in any of two (2) soft services units (laundry, cleaning/housekeeping, waste management and catering) in a Public/Private Hospitality environment at an Assistant Director/Junior Manager level. Computer literate in MS package (Word, Excel, Power-point).A valid driver’s licence. Competencies: Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Client and Customer Orientation, Strategic leadership, Project Management, Human Resources management and Finance Management skills. Ability to multi - task and
prioritize and ability to work in a high volume and highly pressurized environment. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

**DUTIES**

Responsible for the overall day - to - day soft services sub-directorate, which includes security, laundry, catering cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround plans.

**POST 31/70**

**DEPUTY DIRECTOR: DISTRICT HEALTH INFORMATION SYSTEMS REF NO: ECHEALTH/DD/AMATDO/01/07/2018**

**SALARY**

An all- inclusive remuneration: R697 011 – R821 052 per annum (Level 11)

**CENTRE**

Amathole District Office

**REQUIREMENTS**

A Degree/ National Diploma in Public Health or equivalent qualification in Health Sciences coupled with 5 years’ experience in the field of which 3 years must be at Assistant Director Level. Extensive data management and packaging skills Computer literacy. Valid driver’s Licence. In depth knowledge and understanding of District Health Information Systems. Knowledge of TIER. Net, ETR, DHMIS and GIS (Geographic Information System). Communication skills (report writing and facilitation skills) Strong strategic and Leadership skills.

**DUTIES**

Operate DHIS Software at an advanced user level including the full range of capture, validation, import and export. To implement national and provincial policies and legislative framework including National Health Act, 61 of 2003 at District Level. Coordinate collection and collation of data by Sub Districts on Monthly basis. Guide and assist program managers, sub districts managers and Hospital CEO’s in development of Quality Plans to address limitation in program performance to ensure that decisions are based on relevant and reliable information at all times. Collaborate with Planning Manager in facilitation and Development of District strategic documents i.e. District Health Plan, Integrated Development Plan in alignment with Amatole District Municipality, District Implementation Plan, District Quarterly reports, District Operational Plans and District Health Review (DHER) and above all aligned with NDOH and ECDOH Strategic documents.

**POST 31/71**

**DEPUTY DIRECTOR: MCWH REF NO: ECHEALTH/DD/MCWH/HO/01/07/2018**

**SALARY**

An all- inclusive remuneration: R697 011 – R821 052 per annum (Level 11)

**CENTRE**

Bhisho Head Office

**REQUIREMENTS**

A relevant Degree / Diploma in Nursing/ Midwifery or equivalent qualification coupled with 5 years’ experience of which 3 years must be at Assistant Director level. Diploma in Paediatrics as a post basic course Current registration with the South African Nursing Council. A valid driver’s licence. Computer Literacy.

**DUTIES**

Manage and coordinate the Child Health Services for the province of the Eastern Cape facilitating the implementation of the following key performance areas: Coordination and monitoring of the implementation of expanded programme on Immunizations. Coordination and monitoring of the implementation of integrated management of childhood illness (IMCI) and community (IMCI). Coordination and monitoring of the implementation of child identification programme (CHIPP). Policy planning and review for the programme. Support to districts for programme implementation.
POST 31/72

DEPUTY DIRECTOR: NUTRITION

REF NO: ECHEALTH/DD/NUT/HO/01/07/2018

SALARY: An all-inclusive remuneration: R697 011 – R821 052 per annum (Level 11)

CENTRE: Bhisho Head Office


DUTIES: Develop policy and guidelines, norms and standards in line with national standards regarding the integrated Nutrition programme. Ensure that stakeholder participation in all areas designated by the strategic and management plans are met. Coordinate the implementation of clinical nutrition (therapeutic nutrition) for disease management in all hospitals and review of policies thereof. Implement strategies to reduce under five child mortality. Promote and co-ordinate inter-sectoral collaboration with stakeholders in improving quality of care. Co-ordinate nutrition activities with educational and research institutions. Ensure promotion of optimum nutrition and prevention of growth faltering in children under five years of age. Ensure promotion of healthy lifestyle guidelines for prevention of chronic disease of lifestyle at a community, PHC and hospital level. Monitor implementation of vitamin A and deworming policies. Co-ordinate and ensure implementation of food service policy and guidelines. Monitor and evaluate food service management catering specifications (insourcing and outsourcing). Facilitate the assessments of facilities with maternity to meet the global criteria on the ten steps of successful breastfeeding and maintenance thereof. Ensure that growth monitoring and promotion is implementation of ten steps of severe acute malnutrition. Manage health systems development.

POST 31/73

DEPUTY DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE

REF NO: ECHEALTH/DD/ITS/HO/01/07/2018

SALARY: An all-inclusive remuneration: R697 011 – R821 052 per annum (Level 11)

CENTRE: Bhisho Head Office

REQUIREMENTS: A relevant Degree / Diploma in Information Communication Technology or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Sound knowledge and understanding of the following: The Public Finance Management Act, 1990 (Act 1 of 1999) (PFMA), Treasury Regulations, The Promotion to Access to Information Act, 2000 (Act 2 of 2000) (PAIA), ITIL and Cobit Frameworks, Minimum Information Security Standards (MISS), E-Health Strategy. Good corporate governance principles. Telecommunication Services and Product Offerings. Specific knowledge of the following: Procurement of complex ICT systems at the enterprise level. Basic maintenance and system administration of Microsoft Enterprise Systems such as AD, Exchange and SharePoint etc. and a virtualised server environment (VMWare and Hyper V). Telephony and voice systems (Microsoft Skype for Business). Application of IT recognised management frameworks (e.g. ITIL, COBIT). Basic labour and ICT legislation. IT Trends within the technical business environment. Researching and implementing solutions. Business process improvement. Skills: Leadership and people management skills, Contract management skills, ICT technical/specialist skills at the server and system administration level, Excellent Written and Oral Skills, Problem solving skills, Project management skills. A valid driver’s licence as well as willingness to travel and work extended hours.

DUTIES: Develop and Implement policies in respect of Information Technology Services. Implementation and updating of Corporate Governance on Information Technology Framework. To provide expert advice and strategic input for developing a strategic vision for ICT as a business enabler for the department.
Participate in ICT operational governance processes as a member of the ICT management team. To ensure that the department’s ICT strategies are implemented in a cost effective manner to meet the capacity requirements of the department which may include the drafting of RFQ/RFP specifications for the procurement thereof. Oversee procurement of IT equipment and maintenance of network connectivity. Ensure maximum value-add from investment in ICT infrastructure and equipment through secure operation, optimal utilisation and availability. Manage IT infrastructure. Responsible for maintenance of all server infrastructure. Responsible for all Microsoft offerings and projects. Manage all SITA Service Level Agreements (SLA). Manage Helpdesk: Incident & problem management. To manage the security and risks related to the ICT Infrastructure including information security. To manage contracts and service level agreements for outsourced services. Managing, coaching and mentoring of staff. Financial management of the ICT operations section. Responsible for providing all Audit information and ensuring timeous submission. Responsible for the Audit Improvement Plan (AIP) reporting. Responsible for cell phone requisitions and management of the account.

POST 31/74

OFFICE MANAGER: OFFICE OF THE CEO REF NO: ECHEALTH/DD-OM/NMAH/01/07/2018

SALARY: An all-inclusive remuneration: R697 011 - R821 052 per annum (Level 11)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: A National Diploma/Degree in Office Management/Public Administration or related qualification with 3 - 5 years’ experience at supervisory level and a background of clinical services having worked in a hospital environment. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Outstanding interpersonal and communication skills. Ability of practical approach and working independently. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver’s licence.
DUTIES: Provide strategic leadership and plays an oversight role in the activities of the Chief Executive officer’s Office. Manage and coordinate clinical administrative activities or tasks. Manage the Manager’s diary. Organize the CEO’s office environment. Supervise and oversee manager’s filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the CEO. Monitor effective utilization human, financial and physical resources in the Chief Executive office’s office. Coordinate performance and audit reporting for the institution Health Services Management.

POST 31/75

CHIEF ARTISAN REF NO: ECHEALTH/CA/DNH/01/07/2018

SALARY: An all-inclusive remuneration: R365 646 - R418 062 per annum (OSD)
CENTRE: Nelson Mandela Metro, Dora Nginza Hospital
REQUIREMENTS: Grade 12 certificate and electrical trade test certificate from an accredited trade test centre with NTC 6 electrical diploma. Minimum ten (10) year experience after trade test has been completed. A valid code EB driver’s licence. Additional requirements: Working experience in a Hospital workshop environment. Experience working with high voltage installation.
DUTIES: Responsible for all staff of the electrical and mechanical workshop as well as assisting with the building maintenance. Supervise and progress monitoring of all staff in electrical and mechanical sections as well the building section. Responsible for all maintenance work and defects repairs of the selection under supervision. Liaise with Manager with scheduling of all project and installation maintenance as and when necessary. Responsible for repairs on all equipment performed or completes within the predetermined response time and benchmarks. Equipment maintenance and service confirm to the OHS Act and related legislation. Ensure that the quality of work done by the staff is of recommendable standard.
ASSISTANT DIRECTOR: ASSETS AND TRANSPORT MANAGEMENT

REF NO: ECHEALTH/AD-ATM/NMAH/01/07/2018

SALARY: An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in Public Administration/Finance/Commerce or related field with Accounting coupled with 3 - 5 years’ experience at supervisory level. Sound knowledge of Public Finance Act (PFMA) and National Treasury Regulations. Technical experience and knowledge of asset verification and the LOGIS System. Profound knowledge in reconciliation of accounts. Proven knowledge of MS Office especially MS Excel. Competencies: Knowledge and experience in Asset Management and Supply Chain Management in movable assets. Excellent communication skills (verbal and written) Report writing skills, Problem solving skills, Ability to work independent. A valid driver’s licence.

DUTIES: Manage movable assets, manage and control the Asset Management Units, Reconciliation of the Asset Register(Floor to Register and Register to Floor), Reconciliation between LOGIS and BAS, Responsible for the development and implementation of the Asset purchase plan, Physical asset verification plan and asset maintenance plan, Supervise the half yearly physical verification, Provide training and guidance to asset officials, Manage donations, disposals and theft and losses, Report all fraud and misuse of departmental assets, Oversee the daily update and general maintenance of the asset register and bar coding of assets. Manage the replacement request, maintenance, movement, and transfer of assets. Manage and coordinate the development, maintenance and implementation of fleet administration policies and procedures. Manage the processes for the sourcing of data and information for billing. Manage the provisioning of accident and loss administration services. Manage the administration of traffic violation services. Supervise the allocated resources of the hospital in line with legislative and policy directives and ensure compliance with corporate governance and planning imperatives. Ensure adherence to the Audit queries, and findings.

ASSISTANT DIRECTOR: HR PLANNING & HR INFORMATION SERVICES

REF NO: ECHEALTH/ASD-HRIS/FTH/01/07/2018

SALARY: R356 289 - R419 679 per annum (Level 09)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: A National Diploma/Degree in Human Resources Management, Personnel Management or equivalent qualification (NQF level 7) coupled with 3-5 years of supervisory working experience in the Personnel/ Staff Office /Human Resources section of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL System in the executing of HR activities and in maintaining PERSAL establishment. Working knowledge of Public Service legislation, HR prescripts and policies. Advanced competency in Excel and other Microsoft packages including MS Word, Powerpoint, and Outlook. Able to work under pressure, interacting with multiple stakeholders. A valid driver’s licence.

DUTIES: Manage the staff establishment of Frere Hospital. Perform PERSAL control functions and supervise all users within the institution. Liaise with the Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports, and Auditor General’s matters in relation to HR. Draw and analyse Human Resource Information from PERSAL for Planning and Management purposes. Assist in the development of HR Plan and Employment Equity Plan of the organisation. Manage the recruitment and appointment processes against approved organogram. Supervise staff of the section.

ASSISTANT DIRECTOR: NETWORKING

REF NO: ECHEALTH/AD-NC/NMAH/01/07/2018

SALARY: R356 289 - R419 679 per annum (Level 09)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : A National Diploma/Degree in Information Technology or Cisco, Juniper, Microsoft, or other IT certification with 3-5 years’ experience at supervisory level dealing with Desktop, LAN and WAN. Expert understanding of network topologies, operating systems, system backups, IP routing, and firewalls. The candidate should have experience in supporting BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. The ability to design, plan, and implement data connectivity of LAN, WAN and software-defined WAN systems. The identification and resolution of complex problems within the network without compromising performance. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Knowledge of telephone switchboard, PABX is needed and will be an added advantage. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver’s licence.

DUTIES : The successful candidate will be responsible for managing, constantly monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity issues and design new topologies. Install network systems to maintain connectivity of systems and sources. Provide technical support and maintain desktop and other hardware for all users in the hospital, perform network troubleshooting and support. Install computer hardware software and configure network devices internet and email accounts for all users in the hospital and the supported facilities. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

POST 31/79 : ASSISTANT DIRECTOR: PROCUREMENT & INVENTORY REF NO: ECHEALTH/DO/SEH/01/07/2018

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

CENTRE : Joe Gqabi District Office

REQUIREMENTS : An appropriate 3 years Degree/National Diploma in Accounting, Management or relevant qualification with 3-5 years’ experience in the supply chain management environment, of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practice notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. Valid driver license is essential

DUTIES : Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor’s. Assist in the compilation of the AFS report. Management of staff discipline and performance.

POST 31/80 : ASSISTANT DIRECTOR: SYSTEMS CONTROLLER REF NO: ECHEALTH/AD-SC/NMAH/01/07/2018

SALARY : An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : A National Diploma/Degree in Information Technology, Computer Engineering or related qualification coupled with 3 – 5 years’ experience at supervisory level and dealing with system engineering and IT support. Expert understanding of most coding languages. The candidate should have experience in Department of Health transversal systems and Microsoft packages. The ability to design, plan, and implement systems to increase productivity. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver’s licence.
**DUTIES**: Use skills and experience in object-oriented development using solutions to develop and maintain system interfaces for the Hospital. Maintenance and support of developed applications. Responsible for monitoring system performance, resolving technical problems, and improving the overall operational readiness of the hospitals IT systems. Provide technical support and maintain onsite developed desktop applications and 3rd party programs for all users in the hospital. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

**POST 31/81**: ASSISTANT DIRECTOR: NETWORK CONTROLLER REF NO: ECHEALTH/AD-NC/NMAH/01/07/2018

**SALARY**: An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)

**CENTRE**: OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS**: A National Diploma/Degree in Information Technology or Cisco, Juniper, Microsoft, or other IT certification with 3-5 years’ experience at supervisory level dealing with Desktop, LAN and WAN. Expert understanding of network topologies, operating systems, system backups, IP routing, and firewalls. The candidate should have experience in supporting BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. The ability to design, plan, and implement data connectivity of LAN, WAN and software-defined WAN systems. The identification and resolution of complex problems within the network without compromising performance. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Knowledge of telephone switchboard, PABX is needed and will be an added advantage. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver’s licence.

**DUTIES**: The successful candidate will be responsible for managing, constantly monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity issues and design new topologies. Install network systems to maintain connectivity of systems and sources. Provide technical support and maintain desktop and other hardware for all users in the hospital, perform network troubleshooting and support. Install computer hardware software and configure network devices internet and email accounts for all users in the hospital and the supported facilities. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

**POST 31/82**: ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/DO/SEH/01/07/2018

**SALARY**: An all-inclusive remuneration: R356 289 – R430 389 per annum (Level 09)

**CENTRE**: Joe Gqabi District Office

**REQUIREMENTS**: An appropriate 3 years Degree/National Diploma in Accounting, Management or relevant qualification with 3-5 years’ experience in the supply chain management environment, of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFM, PPPFA, treasury regulation, and practice notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. Valid driver’s licence is essential.

**DUTIES**: Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor’s. Assist in the compilation of the AFS report. Management of staff discipline and performance.
POST 31/83: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD: HRM/CHDO/01/07/2018

**SALARY**: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)

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

**REQUIREMENTS**: A National Diploma/Degree in Human Resource Management/Public Administration or equivalent (NQF level and Credits) with 5 years’ experience in the Human Resource Management Administration field of which 3 years at Supervisory level. Provable knowledge of the Persal system with extensive computer skills in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations prescripts and Collective Agreements applicable to the health sector. Understanding of the Public Finance Management Act and other finance and SCM prescripts. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skills, good conflict resolution skills, good problem solving skills. In possession of a valid Code EB drivers licence.

**DUTIES**: Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR Policies Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Manage the development and implementation of the Workplace Skills Plan. Manage the employee Performance Management and Development system and payment of performance incentives. Manage the employee wellness and employee relations function in the institution. Facilitate the internal control, risk register and the auditing process in the institution.

POST 31/84: ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT SYSTEM AND RECRUITMENT (PERSAL CONTROLLER) REF NO: ECHEALTH/ASD-HRIS/FTH/01/07/2018

**SALARY**: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)

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

**REQUIREMENTS**: A National Diploma/Degree in Human Resources Management, Personnel Management or equivalent qualification (NQF level 7) coupled with 3-5 years of supervisory working experience in the Personnel/Staff Office /Human Resources section of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL System in the executing of HR activities and in maintaining PERSAL establishment. Working knowledge of Public Service legislation, HR prescripts and policies. Advanced competency in Excel and other Microsoft packages including MS Word, Powerpoint, and Outlook. Able to work under pressure, interacting with multiple stakeholders. A valid driver’s licence.

**DUTIES**: Manage the staff establishment of Frere Hospital. Perform PERSAL control functions and supervise all users within the institution. Liaise with the Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports, and Auditor General’s matters in relation to HR. Draw and analyse Human Resource Information from PERSAL for Planning and Management purposes. Assist in the development of HR Plan and Employment Equity Plan of the organisation. Manage the recruitment and appointment processes against approved organogram. Supervise staff of the section.

POST 31/85: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/AD: ADMIN/STPH/01/07/2018

This is a re-advertisement. (Those who had applied before are welcome to apply again)

**SALARY**: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)

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

**REQUIREMENTS**: A National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years’ experience of which 3 years must be in
Supervisory level. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle a stressful environment. Computer literacy. A valid driver’s licence.

**DUTIES**

Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational Plan for human resource in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the section. Monitor budget spending. Assign work programs and project to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS) Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the section.

**POST 31/86**

**ASSISTANT DIRECTOR: ADMINISTRATION**

**REF NO:** ECEALTH/AD: ADMIN/CHDO/01/07/2018

**SALARY**

An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)

**CENTRE**

Chris Hani District, Cradock Hospital

**REQUIREMENTS**

Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years’ experience of which 3 years must be in Supervisory level. Knowledge and understanding of the Public services Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Computer literacy. A valid driver’s licence.

**DUTIES**

Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational Plan for human resource in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the section. Monitor budget spending. Assign work programs and project to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS) Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the section.

**POST 31/87**

**ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION**

**REF NO:** ECEALTH/AD/AMATDO/01/07/2018

**SALARY**

An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)

**CENTRE**

Amathole District Office

**REQUIREMENTS**

A National Diploma/Degree in Financial Management or Accounting or equivalent qualification coupled with 3-5 years relevant experience within the Finance Directorate in which 3 years must be in Supervisory level as Senior State Accountant (Level 8). Extensive knowledge of PERSAL, BAS and LOGIS System. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescripts. Good interpersonal relations, Communication and presentation skills, problem solving, leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer literacy and valid driver’s licence.
DUTIES: Supervise staff and control salary and payment administration at District. Coordinate capturing of all allowances and appointments. Approval and authorisation of all salary related payments. Authorise payments on Logis and report progress continuously. Monitor the submission of all monthly reports. Ensure compliance to 30 days payment period. Reconciliation of supplier's payments. Attend and take responsibility for all Audit queries. Review and manage attendance, leave and payroll. Document management and records management.

POST 31/88: ASSISTANT DIRECTOR: ACCOUNT PAYABLE (PAYMENTS) REF NO: ECHEALTH/AD/AMATDO/01/07/2018

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

CENTRE: Amathole District Office

REQUIREMENTS: A National Diploma/Degree in Financial Management or Accounting or equivalent qualification coupled with 3-5 years relevant experience within the Finance Directorate in which 3 years must be in Supervisory level as Senior State Accountant (Level 8). Extensive knowledge of PERSAL, BAS and LOGIS System. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescripts. Good interpersonal relations, Communication and presentation skills, problem solving, leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer literacy and valid driver's license.

DUTIES: Supervise staff and control salary and payment administration at District. Coordinate capturing of all allowances and appointments. Approval and authorisation of all salary related payments. Authorise payments on LOGIS and report progress continuously. Monitor the submission of all monthly reports. Ensure compliance to 30 days payment period. Reconciliation of supplier's payments. Attend and take responsibility for all Audit queries. Review and manage attendance, leave and payroll. Document management and records management.

POST 31/89: ASSISTANT DIRECTOR: HR ADMIN SERVICES REF NO: ECHEALTH/AD/HRA/LTH/01/07/2018

SALARY: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital


DUTIES: Manage the administration of conditions of services. Facilitate processing and payment of employee benefits. Monitor payment of service benefits to employees, Manage timeous identification and processing of grade progressions for all qualifying employees. Manage rendering of leave administration services inclusive of timeous capturing and authorization of leave transactions. Timeous processing of leave gratuities and other exit benefits. Manage the provision of a quality Human Resource Registry service. Manage the performance and optimisation of all the allocated resources. Manage records and ensure safekeeping of assets Provide guidance to line managers on HR practices/policies related to the functional area. Ensure functionality of frontline office and development of turnaround times in response cases.
POST 31/90: ASSISTANT DIRECTOR: HR PLANNING, RECRUITMENT AND INFORMATION
REF NO: ECHEALTH/AD/HRPRI/LTH/01/07/2018

SALARY: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

DUTIES: Develop and guide implementation and maintenance of HR Plan and EE Plan. Check alignment of HR Plan with the recruitment strategy. Monitor and ensure maintenance of HR information system (PERSAL). Monitor information on PERSAL. Provide PERSAL reports for decision making. Manage optimum utilization of the PERSAL functionality. Provide PERSAL control functions. Perform regular audits on Profiles. Facilitate and co-ordinate audit queries and responses. Supervise the rendering of recruitment and appointments services. Facilitate interviews and appointments of candidates on PERSAL Provide guidance to line managers on HR practices/policies related to the functional area.

POST 31/91: ENGINEERING TECHNICIAN PRODUCTION GRADE A
REF NO: ECHEALTH/ETPGA/CMH/01/06/2018

SALARY: An all-inclusive remuneration: R293 652 – R314 853 per annum (OSD)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS: National Diploma in Clinical/ Electrical/ Electronic engineering or equivalent. Three (3) years’ experience working in a hospital or on Medical equipment and practicing clinical engineering. Good communication skills (verbal and written). Ability to work under pressure. Skilled in the use of various hand tools and test equipment. A valid driver’s licence. Computer literacy.

DUTIES: Manage the Clinical Engineering workshop running and organization. Perform in-house repairs and maintenance of medical equipment. Attend medical equipment related meetings. Give advice on procurement of medical equipment, prepare and monitor maintenance program, monitor repair costs of equipment and advise on equipment life cycle costs. Monitor and manage performance of out-sourced contracts. Liaise with suppliers for services, repair-parts, and training, consumables and accessories. Maintain the medical equipment assets register, updated. Perform standby and respond to after-hours call-out duties. Prepare medical equipment maintenance and replacement plans. Provide input into the budgeting planning process.

POST 31/92: ARTISAN FOREMAN
REF NO: ECHEALTH/ART/BH/01/07/2018

SALARY: An all-inclusive remuneration: R286 500 – R326 055 per annum (OSD)
CENTRE: Amathole District, Tower Hospital
REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years’ experience in supervisory level. Valid Driver’s Licence is required.

DUTIES: Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain

POST 31/93  : INFORMATION TECHNOLOGY OFFICER  REF NO: ECHEALTH/ITO/DO/01/07/2018

SALARY : An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)

CENTRE : Nelson Mandela Metro Office

REQUIREMENTS : A Bachelor’s Degree / National Diploma in IT/Computer Science with 3-5 years’ experience in the field or Grade 12 with EITHER A+ AND N+ (Exams Completed) with 10 years’ practical experience. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Must be in possession of a valid code 8 driver’s licence.

DUTIES : Repair of computer equipment e.g. servers, pc’s and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copies, faxes and cellular phones etc. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

POST 31/94  : INFORMATION OFFICER REF NO: ECHEALTH/SIO/CMH/01/07/2018

SALARY : An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)

CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years’ experience or National Diploma/Degree in Information Management or relevant qualification with 0-2 years’ experience. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory. A valid driver’s licence.

DUTIES : Co-ordinate all capturing of statistics. Analyze health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organize and conduct information sharing meetings in the facility.
POST 31/95: ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/FTH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant working experience in Finance or National Diploma/Degree in Finance with 0-2 years’ experience in Finance. Knowledge of Public Admin systems and processes. Knowledge of public service regulations, policies and procedure. Computer literacy in office programme skills and interpersonal relations, proven organisational skills.
DUTIES: Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Partake in sub-directorate activities in terms of: Assist in planning payment within 30 days, reporting, Authorise Payments Manually and on the transversal system of the ECDOH. Analysis of BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor’s reconciliation. Promote sound financial management in line with the PFMA.

POST 31/96: ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/FTH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
CENTRE: Buffalo City Metro, Nkubela TB Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s Licence.
DUTIES: Responsible for the effective control of the institution’s administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

POST 31/97: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/TBH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
CENTRE: Joe Gqabi District, Taylor Bequest Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma/Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s licence will be an added advantage.
POST 31/98: LOGISTIC SUPPORT OFFICER: SUPPLY CHAIN MANAGEMENT
REF NO: ECHEALTH/LSO/JQDO/01/07/2018

**SALARY**: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)

**CENTRE**: Joe Gqabi District Office

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.


POST 31/99: ADMINISTRATION OFFICER: FINANCE
REF NO: ECHEALTH/AOF/FEH/01/07/2018

**SALARY**: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)

**CENTRE**: Sarah Baartman District, Fort England Hospital

**REQUIREMENTS**: Grade 12 or equivalent experience with 10 years’ experience in Finance or an appropriate Degree/National Diploma in Finance, Accounting, Auditing with 0-2 year experience in Finance or. Good Management and communication skills. Practical knowledge of BAS and LOGIS. Knowledge of treasury regulations, PFMA and all relevant prescripts. Computer Literacy in MS Office. Good interpersonal relations. A valid (code 8) driver’s licence.


POST 31/100: CHIEF ACCOUNTING CLERK
REF NO: ECHEALTH/CAC/HO/01/07/2018

**SALARY**: An all-inclusive remuneration: R242 745 – R285 630 per annum (Level 07)

**CENTRE**: Bhisho, Head Office

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years’ experience or National Diploma/Degree in Accounting/Financial Management with 0-2 years’ experience in the Supplier Payment’s administration. Computer literacy is essential. Extensive knowledge of PFMA, Treasury Regulations, BAS and LOGIS is also important. A valid driver’s licence will be an added advantage.

**DUTIES**: Process payments of departmental liabilities in respect of suppliers and service providers. Ensuring that all invoices received from the Finance Registry are captured and updated on the Reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre- authorize payments on LOGIS. Check creditor’s reconciliation and endorse signature as proof thereon. Supervision of subordinates. Attending to all payment enquiries including municipalities.

POST 31/101: PERSONAL ASSISTANT: GENERAL MANAGER FINANCIAL MANAGEMENT
REF NO: ECHEALTH/PA/FTH/01/07/2018

**SALARY**: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)

**CENTRE**: Bhisho, Head Office
REQUIREMENTS: National Diploma in Office Administration/ Public Administration or equivalent qualification coupled with 2-3 years' experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

DUTIES: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

POST 31/102: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/FH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: Chris Hani District, Frontier Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience or National Diploma /Degree in Public Administration/Office Administration or equivalent qualification with 0-2 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills. A valid drivers' licence will be an added advantage.


POST 31/103: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/DNH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: Nelson Mandela Metro, Dora Nginza Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years relevant experience. Knowledge of BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers’ licence.

DUTIES: Provide effective and comprehensive financial administration / resource services in the institution. Ensure that the payments are processed within 30 as per PMFA and Treasury regulations. Review invoices on payment monitoring tool and preparation of Head Office monthly accruals. Check and verify batches on creditors. Payment advice and authorization of payments both BAS and LOGIS.
system. Ensure that paid batches are captured on PVREMS. Supervision of subordinates and preparation of reports.

POST 31/104 : ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/CHDO/01/07/2018

SALARY : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : Chris Hani District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years’ experience or National Diploma/Degree in Public Administration/ Human Resource Management or equivalent qualification with 0-2 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s Licence.

DUTIES : Responsible for the effective control of the institution’s administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

POST 31/105 : FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/CMH/01/07/2018

SALARY : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : Matric with 10 years working experience in the field or A National Diploma/Degree in Financial Management or equivalent qualification coupled with 0-2 years’ experience in Expenditure or Payment Management. Understanding of Specific delegations from the relevant Act, Treasury Regulations and PFMA. Internal Policies. LOGIS and BAS system. Decision making, Presentation, Problem Solving, Analytical and Training. Interpersonal and communication skills.


POST 31/106 : HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/FTH/01/07/2018

SALARY : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma/Degree in Human Resource Management or equivalent with 0-2 years’ relevant experience. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s licence.

POST 31/107: ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/ISH/02/07/2017

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Isilimela Hospital
REQUIREMENTS: Grade 12 with 10 years’ experience in the field or A National Diploma /Degree in Public Administration/ Human Resource Management with 0-2 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s Licence.
DUTIES: Responsible for the effective control of the institution’s administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

POST 31/108: LOGISTIC SUPPORT OFFICER: ACQUISITION AND DEMAND MANAGEMENT REF NO: ECHEALTH/LSO-ADM/NMAH/01/07/2018 (X2 POSTS)

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: A Grade 12 with 10 years’ experience in the field or A National Diploma/Degree in SCM/Logistics/Public Administration or related qualification coupled with 0-2 years’ experience in Demand and Acquisition Management. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Computer literacy (MS Word, email and internet). Communication skills (written and verbal); Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self-motivated.
DUTIES: The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorised and fruitless expenditure. Liaise with warehouse clerks to determine if inventory quantities are sufficient for needs, ordering more materials when necessary. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Assist in the management of commitments. Perform contractual and general administrative duties as required by the unit. Advise and report to Assistant Director.

POST 31/109: LOGISTIC SUPPORT OFFICER: ASSET MANAGEMENT REF NO: ECHEALTH/LSO-AM/NMAH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 with 10 years’ experience in the field or A National Diploma/Degree in SCM/Logistics or related qualification coupled with 0-2 years’ experience in Asset management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication
DUTIES

Ensure implementation of the Asset Management strategy plans. Manage resources allocated to Asset Unit. Develop and monitor controls of assets safeguarding and maintain loss register. Ensure effective integration and working procedures between asset management function and supply chain management. Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. Adhere to asset management reporting requirements by preparing, analysis and submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of assets registers. Conduct quarterly and annual asset verification. Provide facilities and office management services in the Province. Manage maintenance record of facilities equipment. Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes.

POST 31/110

LOGISTIC SUPPORT OFFICER: LOGISTIC AND WAREHOUSE MANAGEMENT

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 with 10 years’ experience in the field or A National Diploma/Degree in SCM/Logistics or related qualification coupled with 0-2 years’ experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Drivers licence will be an advantage.

DUTIES: Optimize the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability).

POST 31/111

ADMINISTRATION OFFICER: CONTRACTS MANAGEMENT

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience in the field or A National Diploma/Degree in SCM or related qualification coupled with 0-2 years’ experience in the field of contracts management. Knowledge of LOGIS system and basic provisioning administration prescripts. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Computer skills in MS Office software (Word, Excel, PowerPoint and Outlook).

DUTIES: The incumbent will be responsible to render an effective general clerical support service to Contracts Management sub-section. Arrange, facilitate and organise meetings. Compile minutes/take record during meetings. Scan documents for an electronic filing system. Maintain a proper and effective filing system. Proper record keeping and timeous updating of registers. Assist with the collection of contract and supplier performance information as well as verification of the completeness of supplier performance register. Report to Senior Admin Officer/Assistant Director: Contracts Management (SCM Unit).
POST 31/112: TRANSPORT OFFICER REF NO: ECHEALTH/TO/NMAH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 with 10 years’ experience or A National Diploma/Degree in Transport Management/Public Administration or equivalent qualification coupled with 0-2 years’ experience in the field. Knowledge of prescripts that govern government vehicles. The candidate must have good organizational, time management and interpersonal skills. A Valid driver’s licence.
DUTIES: The successful candidate will be responsible for the administration of the fleet within the Hospital, handle general administration duties for general fleet related matters, handle the administration of the compilation of accident reports, keeping a database of vehicles involved in accidents, filing all documentation and log sheets, do out and in vehicle inspections, facilitate the completion of trip forms with the District. Ensure that the licensing renewal services in line with AARTO requirements are done. Vehicle compliance is maintained. Report all fraud and misuse of departmental assets, Oversee the daily update and general maintenance. Scheduling driver duty rosters to ensure cost effective utilisation of drivers and vehicles. Accessing and booking of vehicles, Maintenance, safekeeping and care of vehicles and Monitoring utilisation of drivers and vehicles. Monitor asset register of all the fleet in the hospital. Coordinate and monitor the payments of fines to the relevant traffic authorities. Make recommendation on the acquisition of fleet. Manage and oversee the registration of new fleet. Ensure regular interactions with the services providers for the maintenance and repairs of vehicles.

POST 31/113: FINANCIAL PRACTITIONER: SALARY PAYMENTS REF NO: ECHEALTH/SFP-SP/ORTDO/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District Office

POST 31/114: SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: ECHEALTH/SPAOD/ORTD/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District Office
REQUIREMENTS: Grade 12 with (Accounting as major) with 10 years’ experience or B Degree /National Diploma in Financial Management/Supply Chain Management with 0-2 years’ experience in Demand Management. Computer Skills, Presentation and writing skills. Sound knowledge of Demand Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Demand Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s licence
DUTIES: Monthly demand management reports. Establishment of need assessment profile. Ensure quantity required and the specification are correctly determined. Establish procurement plans for all OR Tambo institutions. Doing market analysis for bench
marked price. Establish cross-functional committee at District Office and at institutional level. Provide secretarial services at district level.

**POST 31/115**: STATE ACCOUNTANT: REVENUE AND BILLING MANAGEMENT REF NO: ECHEALTH/SA-RBM/NMAH/01/07/2018 (X2 POSTS)

**SALARY**: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)

**CENTRE**: OR Tambo District, Nelson Mandela Academic Hospital


**POST 31/116**: STATE ACCOUNTANT: SUPPLIER PAYMENTS REF NO: ECHEALTH/SA-SP/NMAH/01/07/2018

**SALARY**: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)

**CENTRE**: OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Public Management/Public Administration/Finance/Accounting with 0-2 years’ experience. Computer literacy certificate and LOGIS literacy. Effective communication and Interpersonal skills and LOGIS payments certificate will be an added advantage. Ability to understand the public sector financial administration and the provisions of the PFMA, Treasury Regulations and other Public finance guidelines. A good knowledge and understanding of BAS.

**DUTIES**: Check and verify creditor’s reconciliation of accounts. Supervise subordinates, check payment batches before manual approval. Ensures that all invoices that are processed are validated with the end-user before they are disclosed as accruals or accounts payable. Request Disbursement reports Pre-authorise supplier payments on Logis system, do quality control on PVR Rems. Assist the manager on compiling a spreadsheet for submission to Provincial Cost Containment committee. Ensures that payment monitoring tool (PMT) is maintained and updated on a weekly bases and submit the monthly accruals report to manager payment for monthly reporting.

**POST 31/117**: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/MPDEP/01/07/2018

**SALARY**: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)

**CENTRE**: OR Tambo District, Mthatha Pharmaceutical Depot

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management /Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations, Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s licence.

**DUTIES**: Manage pharmaceutical/non pharmaceutical store, do provisional advises to inform procurement projections. Receive bulk stock from the main receiving area, attend to all queries from demanders on items in the stores. Do cycling count and general stocktaking when required. Provide information for stock adjustment when required. Provide weekly reports for the prescriptions. Inventory Management. Stores supervision.
POST 31/118: STATE ACCOUNTANT: PRE AUDIT REF NO: ECHEALTH/SA-PA/SEH/01/07/2018

SALARY: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE: OR Tambo District, St Elizabeth Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience in the field or Degree/Diploma in financial Management/Supply Chain Management or equivalent qualification with 0-2 years' experience in the field. Understanding of PFMA, Treasury regulations, procurement and expenditure processes. Knowledge of transversal systems BAS, PERSAL and LOGIS. Good communication skills, accuracy and attention to details. Ability to work under pressure. A valid driver's licence.

DUTIES: Applying the internal control when the activities, programme, projects and events are in progress to ensure procedures are compliant to Treasury Regulations and PFMA. Examine documents to ensure all information is correct before the department undergoes expenditure. Ensure adherence of internal controls and authorising orders. Issue compliant certificate per service. Monthly reporting on irregular, unauthorised, wasteful and fruitless expenditure to the authorities.

POST 31/119: ARTISAN PRODUCTION GRADE A – C REF NO: ECHEALTH/APDC/FTH/01/07/2018

SALARY: An all-inclusive remuneration: R179 523 – R307 197 per annum (OSD)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid Driver Licence is required.

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

POST 31/120: ARTISAN GRADE A REF NO: ECHEALTH/ART/SBH/01/07/2018

SALARY: An all-inclusive remuneration: R179 523 – R199 242 per annum (OSD)
CENTRE: OR Tambo District, St Barnabas Hospital
REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver’s Licence is required.

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities.
Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mnikel Mbangi

CLOSING DATE: 17 August 2018

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference. Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

POST 31/121: DEPUTY DIRECTOR: HRD & PERFORMANCE MANAGEMENT REF NO: 04/07/2018

SALARY: R697 011 – R821 052 per Annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: NQF Level 7 recognised by SAQA/ Bachelor Degree or Advanced Diploma in HRM or Public Management. Minimum of three (3) years’ experience as an Assistant Director in HRD & Performance Management environment. Knowledge & Skills: In depth knowledge of legislative framework that governs the Public Service; knowledge and application of legislative framework as well as polices that govern the skills development. The candidate must be able to manage conflict and resolve problems; must demonstrate applied strategic thinking; ability to apply technology and financial management and budgeting. He/she must also be in possession of
communication and information Management skills and ability to manage diversity and implement continuous improvement techniques.

**DUTIES**

Manage and monitor the implementation of the skills development policies and strategy. Manage implementation of training and development processes and programmes. Manage learnership and internship programmes. Manage and monitor implementation of performance management and development system. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

can be directed to Mr. M. Mbangi @ 040 609 6424

**POST 31/122**

**ASSISTANT MANAGER: HRIMS REF NO: 05/07/2018**

**SALARY**

R356 289 - R419 679 per annum (Level 09)

**CENTRE**

Bhisho

**REQUIREMENTS**

A three (3) Year degree or diploma in HRM or equivalent qualification. 3 - 5 years’ in HRIMS (Persal) or similar environment. Persal Introduction and Establishment course are required. 3 – 5 years’ experience in dealing with Organisational and Establishment Administration on Persal. Knowledge: Planning monitoring and review processes; Policy analysis and implementation. Knowledge of modern systems of governance and administration. Knowledge of government procedures and processes on public finance, human resources management and supply chain management. Skills: Presentation, Communication, Problem Solving, Reporting, Computer literacy, Verbal and written communication skills and Planning and organizing skills.

**DUTIES**

Ensure that all users and supervisors in the department are properly trained on the Human Resource Management Information System. This will include continuous training as and when enhancements to systems are affected. Assessment of training needs. Registration and maintenance of supervisors and users in the department and allocation of specific functions in relation to their job descriptions and levels. Assist in the development, review and implementation of the departmental HRIMS policy. Evaluation and recommendation to the management on system changes. Responsible for the creation and maintenance of the departmental code file. Manage and control Persal notices and messages and bring important issues to the attention of management. Responsible for the creation, abolishment, freezing / unfreezing and movement of posts. Report on statistics and information on the HRIMS. Implementation and maintenance of the approved organizational structure on the HRIMS system. Extract data from the HRIMS for reporting and monitoring purposes.

**ENQUIRIES**

can be directed to Mr. M. Mbangi @ 040 609 6424

**POST 31/123**

**ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: 06/07/2018**

**SALARY**

R356 289 - R419 679 per Annum (Level 09)

**CENTRE**

Bhisho

**REQUIREMENTS**


**DUTIES**

Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ). Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

can be directed to Mr. M. Mbangi @ 040 609 6424
DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office No 9.

FOR ATTENTION: Mrs P. Mbewu

CLOSING DATE: 17 August 2018

NOTE: Applications must be submitted on the Application for Employment Form ( Z83), obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver’s license (where applicable)and Identity Document (with an original certification stamp). The Z83 form must be signed by original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

MANAGEMENT ECHELON

POST 31/124: DIRECTOR: FLEET DEVELOPMENT & PROVISIONING: REF NO: GFMS 01/07/2018 (1 year fixed term performance based contract)

SALARY: An all –inclusive remuneration package of (R948 174 – R1 116 918) per annum (Level 13)

CENTRE: East London

REQUIREMENTS: A Degree in Accounting/ Statistics/ Economics/ Business Administration/ Finance with 10 years working experience of which 5 years must have been at a Middle management level and 3 years in fleet modelling and pricing. Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management Change Management Knowledge Management Problem Solving and Analysis People Management and Empowerment Communication.

DUTIES: Provide specialist services to establish and maintain processes and systems to develop and maintain an effective, efficient, reliable and a “fit for purpose” fleet for the Eastern Cape Provincial Government. Establish cost-effective and efficient systems for the provision of short-term rental vehicles to provincial government departments. Provide research, data analysis, statistical reporting, management and product pricing services. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives as a member of the executive management team, support the optimal functioning of GFMS’s governance structures and the sustainability of the Entity.

ENQUIRIES: can be directed to Mrs P Mbewu at 043-731 2980/043 731 1249
**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 31/125</th>
<th>DEPUTY DIRECTOR: CLIENT RELATIONS MANAGEMENT: REF NO: GFMS 02/07/2018 (Permanent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R826 053 – R973 047 per annum (Level 12)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>East London</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>B. Degree/ National Diploma (NQF 6) in Marketing/ Public Relations/ Business Administration/ Business Management/ Management/ Public Administration and Communication with 5 years working experience of which 3 years must be at a Supervisory level (9) in fleet management environment. Competencies: Applied strategic thinking, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Developing others, Impact and influence, Managing interpersonal Conflict and resolving problems, Planning and Organising, Decision Making.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Business Development, Clients relations management, Debt Management, Vehicle replacement conformity and allocation, Fleet Advisory and Consultation, SLA review and implementation management, Fleet Management training and development</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mrs P Mbewu at 043-731 2980/043 731 1249</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 31/126</th>
<th>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING: REF NO: GFMS 03/07/2018 (Permanent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 – R821 052 per annum (Level 11)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>East London</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide technical assistance with the development and maintenance of the GFMS’s financial management system in line with legislative, treasury and GRAP standards, Manage reporting and accounts management, Manage and oversee the maintenance of the GFMS financial management information system, Preparation of quarterly and annual financial statements, Manage and coordinate the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines, Supervise the allocated resources of the Sub-Unit in line with legislative and GFMS policy directives and ensure compliance with corporate governance and planning imperatives.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mrs P Mbewu at 043-731 2980/043 731 1249</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 31/127</th>
<th>ASSISTANT MANAGER: RISK MANAGEMENT: REF NO: GFMS 04/07/2018 (Permanent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R444 693 – R523 818 per annum (Level 10)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>East London</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>B. Degree/ National Diploma (NQF 6) in Risk Management / Finance/ Internal Audit with 3 years working experience in operational risk management. Competencies: Creative thinking, Organisational communication effective, Team Leadership, Self-management, Problem analysis and Solving, Technical proficiency, Project Management.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide technical support with the development and maintenance of GFMS’s Risk Management Governance Structure, framework, policies and instruments, Implement GFMS’s enterprise-wide risk management framework, Supervise and implement the GFMS’s ethics and integrity management framework, Supervise subordinate staff and support departmental planning processes.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249</td>
</tr>
</tbody>
</table>
POST 31/128: ASSISTANT MANAGER: SMALL MEDIUM MICRO ENTERPRISES (SMME) DEVELOPMENT: REF NO: GFMS 05/07/2018
(1 year fixed term contract)

SALARY: R444 693 – R523 818 per annum (Level 09) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: Tertiary Qualification (NQF Level 6 and above) with 3 years working experience of which one (01) year must be in a SMME Development environment. A valid code 08 driving license. Competencies: Computer Literacy; Creative thinking; Innovative; Decision Making; Good Organizational Communication effectiveness; Problem Analysis; Good Self-Management; Detail Orientated.
DUTIES: Manage rendering of technical administrative support services to the SMME Development unit. Coordinate the development of Supplier data base. Manage and coordinate the creation of Partnerships with institutions of higher learning to execute the skills development plan for the Auto Sector. Manage in overhaul Skills Development and Training of SMME in the Auto Sector. Coordinate Resource Mobilisation for Merchant development. Analyses of financial reports on spend on suppliers especially BEE Merchants. Leverage on OEMs CSI programmes for capacity building. Manage budget of the unit with all planning activities. Manage and coordinate the implementation of unit projects.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/129: ASSISTANT MANAGER: CLIENT RELATIONS MANAGEMENT UNIT REF NO: GFMS 06/07/2018 (X3 POSTS) (Permanent)

SALARY: R444 693 – R523 818 per annum (Level 10)
CENTRE: East London
REQUIREMENTS: Tertiary Qualification(NQF Level 6 and above) with a minimum of 5 years' experience in client relations management of which 2 years must be in a fleet management environment. A valid Code 8 driving licence is essential. Competencies: Proficient knowledge and skills of communication practices including good knowledge of the public service management framework; Good verbal and written communication; Resolving Conflict; Good listening skills; Multi-tasking; Customer Service; Promoting Process Improvement; Problem Solving; Thoroughness; Quality Focus; Self-driven; Excellent people skills & team player; Practice sound business ethics; Excellent Presentation skills; Time Management and advanced Computer Literacy with proficiency in Microsoft Office package.
DUTIES: Responsible for managing, developing and penetrating the existing customer base. Operate as the lead point of contact for any and all matters specific to customer management. Build and maintain strong, long-lasting customer relationships. Develop a trusted advisor relationship with key accounts, external & internal stakeholders regarding the fleet e.g. fleet analysis, updated fleet registers, account statement, management of traffic fines, service projections. Ensure the timely and successful delivery of services according to customer needs and objectives. Assist with high severity requests or issue escalations as needed. Ensure timeous payment of client invoices. Prepare and communicate reports on account status to internal and external stakeholders. Identify potential new clients and grow opportunities. Computer competency will be tested.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/130: VEHICLE QUALITY MANAGEMENT OFFICER: FLEET DEVELOPMENT AND PROVISIONING REF NO: GFMS 07/07/2018 (1 Year fixed term contract)

SALARY: R299 709 – R353 043 per annum (Level 08) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: B.Degree/National Diploma in Mechanical Engineering (NQF 6) or Auto Trade Test with an NQF Level 6 qualification. At least 3 years working experience in a technical field/ fleet management environment. A working knowledge of

**DUTIES**
- Researching and assessing suitability and fitness for purpose of fleet vehicles. Facilitating the vehicle needs analysis process. Investigating and resolving technical queries and complaints on vehicle performance problems. Coordinating and organising technical and driver training sessions. Development of vehicle modification specifications to satisfy the special needs of client departments. Monitoring and quality control of vehicle conversion projects. Facilitating the development and maintenance of the Annual Fleet Replacement Plan. Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan. Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES**
- can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

**POST 31/131**
- **SENIOR ADMINISTRATION OFFICER: FLEET LOGISTICS MANAGEMENT (ENATIS)** **REF NO: GFMS 08/07/2018 (X2 POSTS)**
  - (1 year fixed term contract)
  - **SALARY**
  - **CENTRE**: East London
  - **REQUIREMENTS**: Tertiary Qualification (NQF 6 and above) three (3) years working experience of which two (2) years must be in an eNatis environment. Competencies: Good communication skills; Team player; Self-management; Problem Solving and Decision Making; Technical proficiency; Computer Literacy.
  - **DUTIES**
  - Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de-registration, COFs, Police clearance services, change of ownership, auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports. Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for. Provide general office administration and projects support services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES**
- can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

**POST 31/132**
- **STATE ACCOUNTANT – ACCOUNTS PAYABLE**: **REF NO: GFMS 09/07/2018**
  - (1 Year fixed term contract)
  - **SALARY**
  - **CENTRE**: East London
  - **REQUIREMENTS**: B Com in Accounting/ National Diploma (NQF 6) in Accounting with 2 years working experience in Finance, in an accrual environment. Practical experience in Pastel is essential. Competencies: Creative Thinking; Decision Making; Problem Solving; Team Player; Technical Proficiency. Practical knowledge of Pastel.
  - **DUTIES**

**ENQUIRIES**
- can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
POST 31/133: STATE ACCOUNTANT – BILLING AND DEBT MANAGEMENT REF NO. GFMS 10/07/2018 (X3 POSTS)
(1 Year fixed term contract)

SALARY: R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: B Com in Accounting/ National Diploma (NQF 6) in Accounting with 2 years relevant working experience in Finance, in an accrual environment. Practical experience in Pastel is essential. Competencies: Creative Thinking; Decision Making; Problem Solving; Team Player; Technical Proficiency.
ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/134: ADMINISTRATION OFFICER: FLEET MAINTENANCE REF NO: GFMS 11/07/2018 (X2 POSTS)
(1 year fixed term contract)

SALARY: R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: Tertiary Qualification (NQF 6 and above) with 3 years working experience of which one (1) year must be in a fleet maintenance environment. Computer Literacy - Advanced Microsoft Excel / Word and PowerPoint skills. A valid code 08 driving license. Vehicle Repairs, Fleet Maintenance and Original Equipment Manufacturers (OEM) / Dealer network background will be an added advantage. Competencies: Creative thinking; Decision Making; Good Organizational Communication effectiveness; Problem Analysis; Good Self-Management; Detail Orientated; Technical Proficiency and work well in a team environment.
DUTIES: Maintain an active fleet register*Reconciliation of monthly bills (authorised invoices from Suppliers). Ad-hoc duties when required. Report on vehicles. Analyse all transactions and categorise on a monthly basis. Check and sign authorisations as per delegations. Identify vehicles that are down and create the downtime report for the month to be reviewed by the Chief Artisan*Coordinate the requests for relief vehicles and record as such.
ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/135: HUMAN RESOURCE OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: GFMS 12/07/2018
(1 year fixed term contract)

SALARY: R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
CENTRE: East London
DUTIES: Perform administrative support functions for the administration of Service Benefits (Housing Allowance, Acting Allowance, State Guarantee, IOD, S&T claims, Service Termination, Resettlement and PILIR). Administer PMDS in the GFMS. Provide administrative support with the implementation of GFMS’s Workplace Skills Plan and talent development programmes. Provide Human Resource document management and registry services in line with National Minimum Information Requirement standards (NMIR) issued by the MPSA. Leave Administration. Provide help Desk Services. Provide administrative support with the implementation of grievances and disciplinary procedures.
ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
POST 31/136: ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO: GFMS 13/07/2018 (X2 POSTS)
(1 year fixed term contract)

SALARY: R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: Tertiary Qualification (NQF 6 and above) with 2 years working experience of which one (1) year must be in a fleet maintenance environment. A valid code 08 driving license. Competencies: Computer Literacy; Creative Thinking; Creative and Innovative; Decision Making; Good Communication Skills; Telephone Etiquette; Self-Management; Detail Oriented and work well in a team environment.
DUTIES: Provide clerical support services with fleet maintenance and repair authorizations/ receive & capture all authorisation requests from service provider. Provide clerical support services with the provisioning of fleet maintenance and repair services. Coordinate the signing of all authorisations and file – Daily. Reconcile the work done the previous day vs the actual signed off authorisations. Booking services and follow-ups on vehicles at merchants. Compile daily, weekly and monthly reports for fleet maintenance office. Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain an active fleet register. Administer and provide administrative support for Head Office and district staff. Split MM/FML authorised and record daily for cost recovery at the end of the month. Perform all administrative functions in the office and in support of district staff. Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/137: SECRETARY – FINANCE: REF NO: GFMS 14/07/2018
(1 Year fixed term contract)

SALARY: R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: B. Degree/ National Diploma (NQF 6) in Secretarial/ Office Administration/ Office Management with 2 years working experience as a Secretary or in Office management. At least 1 year experience supporting in a Finance environment. Competencies: Creative Thinking; Problem Solving; Team Player; Ability to work with minimal supervision; take initiative.
DUTIES: Render administrative support. Provide secretarial/receptionist support service to the Senior Managers. Provide support for Unit Managers.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/138: ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: GFMS 15/07/2018
(1 year fixed term contract)

SALARY: R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: Tertiary Qualification (NQF Level 6 and above) with two (2) years working experience of which one (1) year must be in a fleet risk management environment. Competencies: Good communication skills; Team player; Self-management; Problem Solving and Decision Making; Computer Literacy.
DUTIES: Process accident related claims, vehicle losses & related cost recovery processes. Identify & process fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Coordinate the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Assist with any other administrative duties of the unit and on special projects.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
**POST 31/139**

**ADMINISTRATION CLERK: FLEET LOGISTICS REF NO: GFMS 16/07/2018 (X3 POSTS)**

(1 Year fixed term contract)

**SALARY** : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits

**CENTRE** : East London (X2 Posts)

Port Elizabeth (X1 Post)

**REQUIREMENTS** : Tertiary Qualification (NQF Level 6 and above) with 2 years working experience of which one (1) year must be in a logistics/ warehousing/ asset management environment. A valid code 08 driving license. Competencies: Good communication skills; Team player; Self-management; Problem Solving and Decision Making; Computer Literacy.

**DUTIES** : Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Manage the post delivery services and key management of all vehicles. Perform messenger duties and any other duties assigned.

**ENQUIRIES** : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

**POST 31/140**

**ADMINISTRATION CLERK: FACILITIES AND SECURITY MANAGEMENT REF NO: GFMS 17/07/2018**

(1 Year fixed term contract)

**SALARY** : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits

**CENTRE** : East London

**REQUIREMENTS** : Tertiary Qualification (NQF Level 6 and above) with 2 years working experience. Experience in a fleet environment will be an added advantage. Competencies: Creative thinking; Interpersonal skills; Communication skills; Problem Solving; Computer Literacy. Knowledge: Knowledge MISS, PSIRA, OHS Act; Knowledge Control of Access to Public Premises and Vehicles Act, 1985 as amended.

**DUTIES** : Facilitate the implementation of Service Level Agreements (SLAs). Facilitate monitoring and evaluation of SLA implementation. Assist in the implementation of OHS Act 85 of 1993 as amended. Implement OHS and Security inspection findings. Provide administrative support in the area of facilities and security management. Provide central document and records management services. Assist in the development/review of SLA. Coordinate and manage all incoming and outgoing correspondence, including driver/ messenger itinerary.

**ENQUIRIES** : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

**POST 31/141**

**DRIVER/ MESSENGER: FACILITIES AND SECURITY MANAGEMENT REF NO: GFMS 18/07/2018**

(Permanent)

**SALARY** : R115 437 – R135 981 per annum (Level 03)

**CENTRE** : East London

**REQUIREMENTS** : Grade 10 plus valid Driver’s license with PDP. 2 years driving experience. Competencies: Basic: reading, writing, good verbal communication, team work, driving skills.

**DUTIES** : Provide driving service. Provide general administrative support services.

**ENQUIRIES** : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

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

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION: Mr. I Pheelo, Tel No: (051) 405 5069
CLOSING DATE: 17 August 2018
NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

POST 31/142: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT COMPLIANCE REF NO: FSPT 033/18

SALARY: A basic salary of R356 289 per annum Level 09
CENTRE: Bloemfontein
REQUIREMENTS: A relevant degree/national diploma in Supply Chain Management/Commerce/Public Administration/Management or equivalent qualification with a minimum of 3 years’ functional experience in a supply chain management environment. Knowledge of the Public Finance Management Act (PFMA), legislative framework (policies) on supply chain management and related government policies. Valid driver’s license. Computer literacy.
ENQUIRIES: Mr. T Mabilo Tel No: (051) 405 4175
POST 31/143 : ASSISTANT DIRECTOR: EXTERNAL COMMUNICATION REF NO: FSPT: 034/18

(The post was previously advertised with a closing date 23 March 2018. The post is re-advertised. Candidates who previously applied for the post should re-apply for the post)

SALARY : A basic salary of R356 289 per annum Level 09

CENTRE : Bloemfontein

REQUIREMENTS : A three year degree/diploma in Communication/ Journalism/ Media Studies/ Marketing or equivalent qualification with three years’ experience in a communication environment. Knowledge of Government communication policies and strategies, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Communication Act and Public Service Regulations. Good communication, report writing and presentation skills. Computer literate. A valid driver’s license.

DUTIES : Coordinate the Departmental publications in order to ensure effective communication. Coordinate and facilitate Departmental press releases and other media related matters. Coordinate Departmental events in order to promote the image of the department. Build, manage and maintain key strategic relationships with media houses and key stakeholders. Supervise the sub-ordinates within the Division.

ENQUIRIES : Mr. TWM Mokokoane Tel No: (051) 405 4643

POST 31/144 : ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: FSPT 035/18

SALARY : A basic salary of R356 289 per annum Level 09

CENTRE : Bloemfontein


DUTIES : Develop and implement Departmental ICT security policies, plans, procedures and guidelines. Maintain the ICT security infrastructure of the Department. Ensure information and information systems are properly protected from a variety of threats. Identify, analyze and evaluate information technology infrastructure and systems security risks/controls for possible threats. Maintain security and risk management. Implement information technology security policies to ensure solutions to reduction of information technology risks.

ENQUIRIES : Ms. TEM Moloabi Tel No: (051) 405 4364
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House.

FOR ATTENTION: Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment

CLOSING DATE: 17 August 2018, 12h00. No late applications will be considered.

NOTE: Candidates must attach their 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). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 31/145: CHIEF STATE VETERINARIAN (REF NO: REFS/003060)
Directorate: Veterinary Public Health and Export Facilitation

SALARY: R697 011 per annum (all-inclusive salary package which can be structured according to an individual needs)

CENTRE: Johannesburg


DUTIES: Maintain/update the automated health certification system. Research and provide the latest import/export information for use by the export unit sub directorate. Design and update certificate templates. Rendering effective and efficient export certification services for animals and animal-based products. Perform credible and quality inspections on export facilities and animals/animal-based products. Maintain an efficient audit and monitoring system. Liaise with other government departments on national, provincial and local level, community structures as well as the private sector. Perform any other duties that are relevant to the post. Carry out export and import related inspections, monitoring and evaluation of export work related to the different schemes.

ENQUIRIES: Mr. R Rasemtse, Tel No: (011) 240 3083
POST 31/146 : ARCHITECTURAL TECHNICAL PRODUCTION GRADE A-C (REF NO: REFS/003061)
Directorate: Research and Technology Developments Services

SALARY : R293 652 – R448 035 per annum; plus benefits (offer will be based on appropriate and recognisable experience in line with the OSD requirements).

CENTRE : Johannesburg

REQUIREMENTS : Grade 12 plus BTech Degree (NQF level 7) in Architectural Design. 2 years recognisable experience in Architectural Design after registration with SACAP. Valid driver’s licence. Competencies: Good communication skills (verbal and written) and ethical behaviour. Good planning and organising skills. Ability to work independently and under pressure.

DUTIES : Render architectural services by assisting Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects; promotes safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedures to incorporate new technology produce plans with specifications and submit for evaluation and approval by the authority. Perform administrative and related functions by providing inputs into the budgeting process as required; compile and submit reports as required; provide and consolidate inputs to the technical/ architectural operational plan; develop, implement and maintain data bases; supervise and control technical and related personnel and assets. Research and development by continuous professional development to keep up with new technologies and procedures; research/literature studies on the technical architectural technology to improve expertise and liaise with relevant bodies/councils on architectural related matters.

ENQUIRIES : Ms. M Digoro, Tel No: (011) 240 3097

DEPARTMENT OF HEALTH

APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midland or posted to P.O Box 8311 Halfway House 1685.

CLOSING DATE : 17 August 2018

NOTE : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za.

OTHER POSTS

POST 31/147 : PARAMEDIC REF NO: REFS/003053 (X5 POSTS)

SALARY : Grade 4: R437 028 per annum

CENTRE : Various Districts

REQUIREMENTS : Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognised B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 24 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 17 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and 10 years’ experience required after registration as an ECP.

DUTIES : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by
HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES:
- Mr V Mokobodi Tel No: (011) 564 2005
- Mr Frans Motimane Tel No: (011) 564 2051
- Mr Kgati Malebana Tel No: (011) 564 2051
- Mr. C. Errakiah Tel No: (011) 564 2000

POST 31/148:
PARAMEDIC GRADE 3 REF NO: REFS/003054 (X10 POSTS)
Directorate: Emergency Medical Services

SALARY: Grade 3: R371 004 per annum
CENTRE: Various Districts

REQUIREMENTS:
Successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognised B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience.

DUTIES:
- Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric
ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES:
- Mr V Mokobodi Tel No: (011) 564 2005
- Mr Frans Motimane Tel No: (011) 564 2051
- Mr Kgati Malebana Tel No: (011) 564 2051
- Mr. C. Errakah Tel No: (011) 564 2000

POST 31/149:

PARAMEDIC GRADE 2: REF NO: REFS/003055 (X10 POSTS)
Directorate: Emergency Medical Services

SALARY:
R299 475 per annum

CENTRE:
Various Districts

REQUIREMENTS:
Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma.

DUTIES:
Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES:
- Mr V Mokobodi Tel No: (011) 564 2005
- Mr Frans Motimane Tel No: (011) 564 2051
- Mr Kgati Malebana Tel No: (011) 564 2051
- Mr. C. Errakah Tel No: (011) 564 2000
POST 31/150  

PARAMEDIC GRADE 1  REF NO: REFS/003056 (X5 POSTS)  

Directorate: Emergency Medical Services

SALARY  
Grade 1: R239 532 per annum

CENTRE  
Various Districts

REQUIREMENTS  
Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA).

DUTIES  
Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES  
Mr V Mokobodi Tel No: (011) 564 2005  
Mr Frans Motimane Tel No: (011) 564 2051  
Mr Kgati Malebana Tel No: (011) 564 2051  
Mr. C. Errakiah Tel No: (011) 564 2000

POST 31/151  

EMERGENCY CARE OFFICER GRADE 3 (ILS) REF NO: REFS/003052 (X49 POSTS)  

Directorate: Emergency Medical Services

SALARY  
Grade 3: R159 300 per annum

CENTRE  
Various Districts

REQUIREMENTS  
Grade 12 certificate, Basic Ambulance Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver’s license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

DUTIES  
Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of
appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES
Mr V Mokobodi Tel No: (011) 564 2005
Mr Frans Motimane Tel No: (011) 564 2051
Mr Kgati Malebana Tel No: (011) 564 2051
Mr. C. Errakiah Tel No: (011) 564 2000

OFFICE OF THE PREMIER

APPLICATIONS
Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE
17 August 2018

NOTE
Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

POST 31/152 : ASSISTANT DIRECTOR: ORGANISATION DEVELOPMENT REF NO: 003026
Directorate: Transversal HR

SALARY
R444 693 - R523 818 per annum

CENTRE
Johannesburg

REQUIREMENTS
3-year relevant Degree/National Diploma in Management Services/ Operations Management or HR Management. Minimum 3 years’ experience in Organisation Development (Organisation design, business process management, job evaluation, work measurement, change management). Knowledge of the Public Service OD toolkit and certification as JE analyst will be an added advantage. Valid driver licence and the ability to drive.

DUTIES
The incumbent’s responsibility will be to conduct organisation structure, workstudy investigations, change interventions and business process re-engineering. Facilitate the development of job descriptions and job profiles. Provide support to the Office of the Premier and DPSA with regard to Regulatory compliance and finalisation of GPG structures. Evaluate jobs in line with the Regulatory Framework, facilitate and support/partner with DPSA regarding the development of national benchmarks (Job evaluation Coordination and OSD). Conduct organisational diagnostic exercise and joined action plan to implement
interventions in GPG departments. Develop, design the change management strategies and Implement interventions. Conduct research and do benchmarking to keep abreast of OD developments and participate in National projects and programmes led by National Departments and DPSA.

ENQUIRES: Ms Gugulethu Mdhluli Tel No: (011) 298 5651

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE: 17 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 is 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 POSTS

POST 31/153: DEPUTY DIRECTOR: OD AND CHANGE MANAGEMENT REF NO: SD/2018/07/11

SALARY: R697 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

CENTRE: Head Office

REQUIREMENTS: A three (3) year tertiary qualification in the field of Organizational Development with 3-5 years’ generalist management experience in the field of Organizational Development. A valid driver’s licence. Knowledge and understanding of work study systems, frameworks and processes applicable in the public service. Knowledge of change management frameworks in the public sector. Knowledge of Organizational Structure and Establishment Administration systems and processes. Knowledge of job profiling and job evaluation systems, processes and procedures applicable in the public sector. Skills and Competencies: Must have Work study investigation skills, Change management skills, Establishment Administration skills, Job profiling skills, Job evaluation skills, Report writing skills, consultation skills, Communication skills, Project management skills, People management skills and Inter-personal skills.

DUTIES: Manage the profile of all posts on the establishment and structure of the Department. Manage the job evaluation of all posts on the structure and establishment of the Department. Managing on-going establishment changes and alignment of structure to staff establishment. Conduct work study investigations for newly defined functions and components and productivity analysis for all posts in the Department. Provide advice on the optimum post and staff utilization in the Department and participate in sectorial work study investigation exercises. Design change management strategies for projects of change and implement change management and stakeholder engagement plan. Provide pre go-live and post go-live to users.

ENQUIRIES: Ms I Mantome Tel No: (011) 227 0105
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
FOR ATTENTION: Ms M Skosana, Tel No: (011) 227 0069.
POST 31/154

DEPUTY DIRECTOR: FLEET MANAGEMENT: REF NO: SD/2018/07/12

SALARY
R697 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

CENTRE
Head Office

REQUIREMENTS
Three years National Diploma/Degree in Public Administration or Fleet Management related fields. A minimum of 3 – 5 years’ managerial experience and 10 years work experience in fleet management and records management environment. Drivers' license. Knowledge and understanding of policy frameworks regulating government owned and subsidised vehicles, regulatory frameworks regulating the implementation, administration, planning, maintenance of records management, office support services, financial management and legislative framework governing the public service. Management, leadership, analytical, project management, report writing, communication, problem solving, conflict management, interpersonal, planning and organising, coordination and facilitation skills.

DUTIES
Manage the vehicle fleet and implementation of National, Provincial and Departmental policy frameworks. Manage records in accordance and compliance to National Archive Act. Manage food aid services and customer care. Prepare budget allocations and ensure effective and efficient budget and expenditure control. Manage performance and development of staff and also provide leadership, mentorship and guidance to staff. Manage preparation and provision of responses to audit queries related to fleet and records management.

ENQUIRIES
Mr Z. Jaca Tel No: (011) 355 7678

APPLICATIONS
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION
Mr Z Jaca, Tel No: (011) 355 7678

POST 31/155

OPERATIONAL MANAGER (NURSING) (X5 POSTS)

SALARY
R420 318 – R548 436 per annum (Within OSD Framework)

CENTRE
Don Mattera Child and Youth Care Centre Ref No: SD/2018/07/17 (X1 Post)
Igugulethu Child and Youth Care Centre Ref No: SD/2018/07/18 (X1 Post)
Desmond Tutu Child and Youth Care Centre Ref No: SD/2018/07/19 (X1 Post)
Mary Moodley Child and Youth Care Centre Ref No: SD/2018/07/20 (X1 Post)
Garankuwa Rearabilwe Child and Youth Care Centre Ref No: SD/2018/07/21 (X1 Post)

REQUIREMENTS
National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years’ experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver’s licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

DUTIES
Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.

ENQUIRIES
Mr K Khipa Tel No: (011) 723 9209 Don Mattera
Ms H Muliwa Tel No: (011) 916 4129 (Igugulethu)
Ms A Barnard Tel No: (012) 546 0640 (Desmond Tutu)
APPLICATIONS: Please forward applications, quoting the relevant reference number to:

- Gauteng Department of Social Development: Don Mattera Child and Youth Care Centre, Corner First Avenue & Fourth Street, Edenvale Attention Mr K Khipa Tel No: (011) 723 9209

- Igugulethu Place Child and Youth Care Centre Corner Cason Road & 13th Avenue Boksburg North Attention Ms H Muliwa Tel No: (011) 916 4129

- Desmond Tutu Child and Youth Care Centre 162 Tolbos Street, Pretoria North Attention Ms A Barnard Tel No: (012) 546 0640

- Marry Moodley Child and Youth Care Centre Tsesebe Street, Apex, Benoni Attention Mr M Radingoane Tel No: 011 964 8700

- Garankuwa Rearabilwe Child and Youth Care Centre 2829 Sedumedi Street Zone 2, Garankuwa Attention Ms L Mofolo Tel No: (012) 700 9455

POST 31/156:

SOCIAL WORK SUPERVISOR: NPO PARTNERSHIP REF NO: SD/2018/07/13

SALARY: R363 507 – R676 248 per annum (within the OSD framework)

CENTRE: Sedibeng Region

REQUIREMENTS:

- A Bachelor’s degree in Social Work with 7 years appropriate/recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Social Work systems, processes and procedures applicable in NPO Capacity Building Programmes. Knowledge and understanding of Policy on financial awards and other legislative and policy mandates regulating the programme monitoring in NPOs. Skills and Competencies: Good conflict resolution and people management skills. Computer literate and excellent verbal and written communication skills.

DUTIES:


ENQUIRIES:

Ms L Harmse Tel No: (016) 930 2055

APPLICATIONS:

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street

FOR ATTENTION:

Ms L Harmse Tel No: (016) 930 2055

POST 31/157:

PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) REF NO: SD/2018/07/22

SALARY: R362 559 - R548 436 per annum (Within OSD Framework)

CENTRE: Dr Fabian & Florence Rebeiro Treatment Centre

REQUIREMENTS:

- A Diploma/Degree in Nursing or equivalent qualification plus qualification in Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Submission of valid proof of registration with the council. Skills and Competencies: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.

DUTIES:

- Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework.
Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.

**ENQUIRIES:**
Mr W Mngudlwa Tel No: (012) 734 8303

**APPLICATIONS:**
Please forward applications, quoting the relevant reference number: posted to Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000.

**FOR ATTENTION:**
Mr W Mngudlwa Tel No: 012 734 8303

**POST 31/158**: ASSISTANT DIRECTOR AUXILIARY AND SUPPORT SERVICES REF NO: SD/2018/07/16

**SALARY**
R356 289 per annum (plus benefits)

**CENTRE**
Itireleng Residential Care Facility for the Disable

**REQUIREMENTS**

**DUTIES**
Manage HRM, finance and supply chain functions. Oversee general administration support functions including, food, laundry, and switchboard service. Coordination of facilities management functions. Manage repairs projects in the institution. Coordinate the implementation of Occupational Health and Safety Programme.

**ENQUIRIES**
Ms N Machaba Tel No: (012) 7039014/5

**APPLICATIONS**
Please forward applications, quoting the relevant reference number posted to Itireleng Residential Care Facility for the Disable, 3152 Sekwati Street Zone 2, Garankuwa 0208.

**FOR ATTENTION**
Ms N Machaba 012 7039014/5

**POST 31/159**: SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION REF NO: SD/2018/07/14

**SALARY**
R344 184 – R549 837 per annum (within the OSD Framework)

**CENTRE**
Head Office

**REQUIREMENTS**
Degree in Social Work. A minimum of 5 years’ experience as a Social Worker in probation services after registration with SACSSP. Submission of valid proof of registration with the council. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver’s license.

**DUTIES**
Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blue print: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.

**ENQUIRIES**
Mr Z Jaca Tel No: (011) 355 7678

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

**POST 31/160**: COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2018/07/15

**SALARY**
R344 184 – R488 529 per annum (within the OSD Framework)
CENTRE : JHB Metro Region
REQUIREMENTS : A three-year Degree/National Diploma qualification in Community Development, Development studies or Social Sciences and minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Integrated Community Development and mobilization functions in the Public service. Good report writing, communication, coordination, computer literacy, planning and organizing skills. A valid driver's license.
DUTIES : Supervising Assistant and Community Development practitioner towards household and community profiling, identification of priority interventions and the implementation of community development interventions Monitor the promotion and implementation of various youth development, outreach and social programmes. Monitor and guide the identification of cooperatives and Non-Profit Organizations in need of interventions and the implementation of empowerment programmes. Plan, prepare and analyse household profiling. Supervise and monitor identified development interventions. Plan and monitor the provision of food parcels to communities and the households in distress and assist in the registration and establishment of regional food banks. Monitor, identify and report on the distributions of school uniforms to schools in need. Supervise staff.
ENQUIRIES : Ms C Dukwana Tel No: (011) 355-9502
APPLICATIONS : Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region 91 Commissioner Street, Private Bag X1 Johannesburg, 2000.
NOTE : The department reserves the right to fill or not to fill this position(s).
POST 31/161 : PROFESSIONAL NURSE (GENERAL) (X3 POSTS)
SALARY : R241 904 - R459 294 per annum (Within OSD Framework)
CENTRE : Soshanguve Secure Care Centre Ref No: SD/2018/07/23 (X2 Posts)
Desmond Tutu Child and Youth Care Centre Ref No: SD/2018/07/24 (X1 Post)
REQUIREMENTS : A Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.
DUTIES : Delegate, supervise and coordinate the provision of effective and efficient residents care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources.
ENQUIRIES : Mr D Barnard Tel No: (012) 564 0640 (Desmond Tutu CYCC)
Ms A Maluleke Tel No: (012 730 2015) (Soshanguve)
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Floraurna Pretoria North 0182, for Attention- D Barnard Tel No: (012) 564 0640 Soshanguve Secure Care Centre Soutpan Road, Soshanguve, for Attention Ms A Maluleke Tel No: (012 730 2015) Soshanguve.
ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 31/162: CLINICAL MANAGER: REF NO: CM 9/2018 (X1 POST)

SALARY: R1 115 874 All-inclusive package. Other Benefits: 18% rural allowance

CENTRE: Eshowe District Hospital


DUTIES: Provide safe ethical and high quality medical, surgical and emergency care for all departments, including maternity (including caesarean sections and/or anaesthetics) when necessary. Management of the ARV unit, including clinical support, management of patients, managing day to day operational activities in the unit. Supervise and support fixed clinics falling under Eshowe Hospital. Supervise and support junior staff in the fulfillment of their duties and manage their performance. Development, implementation, monitoring and evaluation of clinical protocols. Assist with monitoring of quality of care and cost effectiveness. Lay an active role in the implementation of quality assurance and quality improvement programmes, as well as strategic planning. Maintain discipline and deal with grievances and Labour relations issues in terms of the laid down policies and procedures. Conduct clinical audits and serve in relevant committees. Conduct and co-ordinate in-service training for staff. Maintain clinical, professional and ethical standards at all times. Provide after-hours medical services as per roster/when the need arises.

ENQUIRIES: Medical Manager: DR MS Buthelezi Tel No: 035-4734500

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION: Mrs GZ Dube: Human Resource Manager

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment
history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 17 August 2018

POST 31/163 : MEDICAL SPECIALISTS GRADE 1/2/3 REF NO: EMP06/2018 (X3 POSTS)

Department: (Paediatrics)

SALARY : Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 – R1 744 191 per annum
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits; 18% In-Hospitalable Allowance of basic salary plus Commuted Overtime (Group 3 - Compulsory)

CENTRE REQUIREMENTS : Queen Nandi Regional Hospital – Empangeni/Richards Bay Area

The appointment to Medical Specialist requires: Grade 1: Appropriate qualification that allow registration with HPCSA as a Medical Practitioner, An appropriate qualification that allow registration with HPCSA as Medical Specialist – PAEDS , Registration Certificate with HPCSA as Medical Specialist in Paediatrics, Proof of Current registration (2018), Experience: Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subjected to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: Minimum of 5 years’ relevant experience after registration with HPCSA as a Medical Specialists in Paediatrics, Grade 3: Minimum of 10 years’ experience relevant experience after registration with HPCSA as a Medical Specialists in Paediatrics. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes and Abilities: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Neonatal health care systems development, support and outreach.

DUTIES : Effective overall management of the service, their organization and Strengthen and deliver Neonatal clinical services in the Department of Paediatrics and Child Health at Queen Nandi Regional Hospital (QNRH). Provide support for the Clinical Unit Head in the management of the Neonatal Unit, including human and financial resources. Provide support for the Executive Head of Paediatrics and Child Health in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities. Assist with neonatal services coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Neonatal burden of disease. Actively participate in the academic under- and post-graduate Paediatric training program (including clinical teaching). Perform and supervise Neonatal operational research activities in the Department of Paediatrics and Child Health at QNRH. Overtime as required in Paediatrics.

ENQUIRIES : Dr N. Kapongo Tel No: 035 9077202/ Dr I Popa Tel No: 035-9077008

APPLICATIONS : Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.

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

**CLOSING DATE**

24 August 2018

**POST 31/164**

MEDICAL SPECIALIST-(INTERNAL MEDICINE) GRADE 1, 2, 3 REF NO: GS 40/18

Component: Internal Medicine

**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

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: Medical Specialist 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**

MBChB or equivalent, FCP (SA0 or equivalent Current Registration with HPCSA as a specialist in Internal Medicine by the time of appointment. 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. Recommendation: MMed or MMed (sci) Experience or interest in a medical subspecialty. Knowledge, Skills, Training and Competency Required: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine. Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest. Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.

**DUTIES**

Clinical Duties: Manage the Greys Medical Acute Ward and General Medicine patients. Manage internal and external referrals to Greys General Medicine. Supervise the interdisciplinary triage and management of Internal Medicine patients. Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after hours Internal Medicine service as required by operational need. Perform outreach services in Area 2. This may include periods of rotation to Edendale Hospital. Academic Duties: Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Outpatient clinics, ward rounds, clinical bedside and procedural teaching. Formal tutorials, lectures and assessments. Participation in the departmental academic and clinical meeting.
programs. Assisting with administration related to academic activities. Research supervision. Administrative and managerial responsibilities: Assist with departmental clinical service administration. Assist with departmental junior staff supervision and administration. Assist in development of clinical protocols for the Internal Medicine service. Participate in departmental audits and quality assurance programs. Any other duties as assigned by the Head of Department.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Dr K Rasmussen Tel No: 033 897 3289
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs. L. Mtanti
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 40/18. 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). The incumbent will be primarily based at Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Department of Internal Medicine in the following spheres.

CLOSING DATE
POST 31/165
SALARY
CENTRE
REQUIREMENTS
DUTIES

17 August 2018
MEDICAL SPECIALIST NEUROLOGY REF NO:
MEDSPECNEUROLOGY/2/2018 (X1 POST)
(This is a contract post of 2 years and two months)
Department: Neurology Dept

Grade 1: Medical Specialist R1 051 368 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: Medical Specialist R1 202 112 per annum (all-inclusive salary package) excluding commuted overtime.
Grade 3: Medical Specialist R1 395 105 per annum (all-inclusive salary package) excluding commuted overtime.

Inkosi Albert Luthuli Central Hospital

Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN (Neurology) qualification. Academic Curriculum Vitae stating teaching and research experience as well as listing publications must be provided. Grade 1: The applicant will have completed his/her training, obtained the specialist examination and be registered with the Health Professions Council of South Africa as Medical Specialist. Experience: Not applicable. Grade 2: Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Neurology).

The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one’s control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory,
registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest in headaches and other Pain Disorders or Neuro-immunology. As part of the candidate’s development of the special skill he/she will be required to spend time in an internationally recognized unit. Attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department. In the first instance this will be a contractual post for two years and two months subject to satisfactory performance.

ENQUIRIES:
Prof Bhigjee at (031) 2402359

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE:
24 August 2018

POST 31/166:
MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: MBO 12/2018 (X1 POST)

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

CENTRE:
Mbongolwane District Hospital

REQUIREMENTS:
Senior certificate/ Matric or equivalent. MBCHB degree or equivalent qualification PLUS: Proof of current registration with HPCSA as a Medical Practitioner. Certificate of registration with HPCSA as a Medical Practitioner. Certificate of service from current/ previous employers stamped by HR must be attached. Grade 1: no experience required. Foreign qualified candidates require 1 year relevant experience after registration as Medical Practitioner with recognised foreign health professional council, of whom is not required to perform Community Service, a required South Africa. Grade 2: 5 years experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognised foreign health professional council, of whom it is not required to perform Community Service, as required South Africa. Grade 3: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years experience after registration with recognised foreign health professional council, whom it is not required to perform Community Service, as required South Africa. Knowledge, Skills, Training and Competencies Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of nation TB and ARV programme including STIs and PMTCT. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with Multidisciplinary team. Sound knowledge of clinical skills. Excellent human communication and leadership skills. Good team
building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

**DUTIES:**
- Clinical responsibility including examination, investigate, diagnose and oversee treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards.
- Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institutions.

**ENQUIRIES:**
Dr OA Olowe Tel No: 035 4766242 ext. 141

**APPLICATIONS:**
All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital

**FOR ATTENTION:**
Human Resource Practices

**NOTE:**
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE:**
17 August 2018

**POST 31/167:**
MEDICAL OFFICERS REF NO: MED 06/2018
Component: Various Disciplines / Departments

**SALARY:**
- GR 1: R780 612 – R840 942 per annum (All-inclusive package)
- GR 2: R892 551 – R975 945 per annum (All-inclusive package)
- GR 3: R1 035 831 – R1 295 025 per annum (All-inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of basic Salary, Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

**CENTRE:**
Ladysmith Hospital

**REQUIREMENTS:**
- **GR 1:** Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer. **GR 2:** Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. **GR 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. Knowledge, Skills, Training And Competencies Required: General skills as a Medical Officer is required; Ability to work in multi-disciplinary team setting; Excellent communication skills and ability to teach and train staff within team; Ability to work and maintain meaningful relationship with a diverse community; Ability to make a difference; Program planning, implementation and evaluation; Information management; Knowledge of Health and Public Service
legislation, Regulations and Policies; Medical ethics, epidemiology and statistics; Supervision skills.

**DUTIES**
Provide medical services at department appointed to Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, polices as per speciality and disease proofing. Patient Satisfaction, Patient Satisfaction surveys and reducing waiting times. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standards. Instill confidence in public service and also in medical profession through exemplary behavior. Participation in afterhours work is essential. Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department. Conduct orientation and induction programs for interns, community service doctors and junior colleagues. Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal/ethical and continuity of the patient care.

**ENQUIRIES**
DR. M.E. Pule Tel No: 036 6372111

**APPLICATIONS**
all applications should be forwarded to: The Hospital Manager; Ladysmith Hospital; Private Bag 9928; Ladysmith; 3370

**CLOSING DATE**
28 September 2018

**POST 31/168**
MEDICAL OFFICER REF NO: MO TRANSPLANT SURG/1/2018 (X1 POST)
Department: Transplant Surgery

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

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

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CENTRE
REQUIREMENTS
DUTIES
allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

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CENTRE
REQUIREMENTS
DUTIES
staff, by upholding Batho Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. To monitor checks and processes in the care of Swabs and Instruments in Theatre. To monitor that appropriate immediate care to all patients that have been operated on. To monitor the preparation for operations and ensuring smooth running of the Theatre. Manage staff performance (EPMDs). Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiencies efficiently and effectively. Participate in SCM, Financial Management processes as determined by PFMA. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Co-ordinate the implementation of Core Standards and ensure compliance thereof, conduct clinical audits. Ensure effective data Management. Manage and give direction in the management of all patients.

ENQUIRIES:
MRS K T Mckenzie Tel No: 033 897 3321

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; 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 39/18. 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 shortlisted. 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:
17 August 2018

POST 31/170:
ASSISTANT MANAGER NURSING (SPECIALTY) GR1: REF NO: EMP19/2018

Department: (Advanced Midwife)

SALARY:
Grade 1: R581 826 – R654 840 per annum
Other Benefits; 8% In-Hospitable Allowance, 13TH Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional).

CENTRE:
Queen Nandi Regional Hospital – Empangeni/Richards Bay Area

REQUIREMENTS:
The appointment to Assistant Manager Nursing Gr1 requires Degree/Diploma qualification that allows registration to General Nursing & Midwifery, Post basic relevant nursing qualification with duration of at least 1 year (Diploma in Advanced Midwifery & Neonatal Nursing Science) Registration certificate with SANC, A minimum of 10 years appropriate / recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery, At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Diploma in Advanced Midwifery & Neonatal Nursing Science, At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes and Abilities: Knowledge of Public Service Acts, regulations and policies, Knowledge of SANC rules and regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in
implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct. Team building and diversity Management skills.

**DUTIES**: Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team to ensure good nursing care. Work effectively and amicable, at management level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant area.

**ENQUIRIES**: Mrs EPCN Mtshali Tel No: (035 907 7005)

**APPLICATIONS**: Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.

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

**CLOSING DATE**: 28 August 2018

**POST 31/171**: ASSISTANT DIRECTOR – RADIOGRAPHY GRADE 1 REF NO: EMP18/2018

**(X1 POST)**

**Department**: Radiology

**SALARY**: Grade 1: R489 429 – R543 195 per annum

Other Benefits; 12% In-Hospitalable Allowance, 13TH Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional).

**CENTRE**: Queen Nandi Regional Hospital – Empangeni/Richards Bay Area

**REQUIREMENTS**: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration (2018/2019) with the Health Professions Council of South Africa in Radiographer. A minimum of 3 years’ experience post registration with HPCSA as independent Practice Radiographer in Radiography. 5 years must be appropriate experience in Management of which 3 years must be must be at a supervisory level within the Radiology department after registration with HPCSA
as a Diagnostic Radiographer. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Recommendation: Computer Literacy. Working experience in Radiology department that has integrated HIS, RIS & PACS systems. Knowledge, Skills, Attributes and Abilities: Sound knowledge of Diagnostic/Ultrasound Radiography procedures and equipment, sound knowledge of radiography techniques and views, sound knowledge of quality assurance tests, sound Knowledge of radiation control and safety regulation, working knowledge and experience of digital radiology workflows including HIS, RIS and PACS systems. knowledge and experience of EPMDs, knowledge of basic supply chain processes, knowledge of relevant legislature, communication and problem solving skills, good Interpersonal skills, good verbal and written communication skills.

DUTIES
Ensures that the Radiography department complies with ultrasound protocols and prescripts, Occupational Health and Safety and Infection Control requirements. Strengthen and monitor the implementation of equipment maintenance programme. Strengthen the management of Human Resources. Improve the quality of Ultrasound services. Develop, Implement and monitor adherence to policies, standard procedures and all other applicable legislations. Execute all clinical procedures competently to prevent complications. Monitor and perform 24 hour Radiology service Facilitate, promote and attend clinical and non-clinical in service education and training. Participate in Quality assurance and Quality improvement programs. Uphold patients’ rights and promote Batho Pele Principles in the execution of duties for effective service delivery. Participate in the training & development program for radiographers, by the implementation of appropriate training and development programs.

ENQUIRIES
Dr I Popa Tel No: 0359077006 / Dana Moodley Tel No: 035 9077039

APPLICATIONS
Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.

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

CLOSING DATE
24 August 2018

POST 31/172
CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: UMZ 01/2018 (X1 POST)

SALARY
R420 318 Plus 13th Cheque, Medical Aid (Optional) Home Owner Allowance (employee must meet prescribed requirements) Plus 12% Rural Allowance.
CENTRE : Umzimkhulu Hospital

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of seven (7) years appropriate / recognizable experience in Nursing after registration with the SANC in General Nursing. Current registration with SANC as Professional Nurse. Proof of working experience (certificate of service) endorsed by Human Resource Department. A valid proof of driver’s licence and computer literacy. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of Nursing legislation and related legal and ethical Nursing practices and how this impacts on service delivery. Ensure clinical Nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Strong interpersonal communication and presentation skill. Knowledge of Total Quality Management (TQM).Knowledge of National Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patient Charter).

DUTIES : Work as part of a multidisciplinary team to ensure good Nursing care by nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital and clinics. Ensure implementation of National Provincial Quality initiatives (Patient Right Charter, Batho Pele programme etc.). Coordinate quality improvement initiatives at the institution. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide evidence on various aspects of quality care institution. Monitor and evaluate compliance to the National and Provincial quality Programmes e.g. norms and standards and Specialized Hospital package of care. Identify, facilitate and co-ordinate all QIP’S. Conduct surveys to all priority programme e.g. within the hospital. Manage the accreditation programme for the hospital.

ENQUIRIES : Mr NR Hadebe Tel No: 039 2590 310 EXT: 101

APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, UMzimkhulu Hospital

FOR ATTENTION : Mr. E.N. Bangani

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 31 August 2018
POST 31/173: CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2 REF NO: CL03/2018

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

CENTRE: Clairwood hospital

REQUIREMENTS:
National Senior Certificate (Grade 12) Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Current registration with the South African Nursing Council (SANC) 2018. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 1 year of the period referred to in the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty (PHC). Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to in the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty (PHC). Certificate of service endorsed by HR Department. Good understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs requirements and expectations (Batho Pele). Demonstrate a basic understanding of H.R and financial policies and practices.

DUTIES:
Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively cooperatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles. Promote preventive and promote health care for clients and the community in the clinic. Handle obstetric and emergencies and high risk conditions. Maintain clinical competencies by ensuring that scientific principles of nursing care are implemented in the clinic. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ability to assess diagnose, treat and refer the patients with clinical problems.

ENQUIRIES:
Mrs. N Linda: Tel No: 031 451 5177

APPLICATIONS:
Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060.

NOTE:
The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website –www.kznhealth.gov.za Certified copies of educational qualifications, Identity Documents-not copies of copies Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not received any response after two
months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is 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).

**CLOSING DATE**

20 August 2018

**POST 31/174**

PROFESSIONAL NURSE: SPECIALTY NURSING STREAM REF NO: PN (SPEC NURS) /3/2018 (X4 POSTS)

**SALARY**

Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Degree Diploma in General Nursing and DOTT. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Recommendation: Diploma in Midwifery will be an added advantage. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

**DUTIES**

Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant specialty and night duty will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES**

Mrs NO Mkhize Tel No: (031) 240 1063

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE**

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days
of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 24 August 2018

**POST 31/175** : CLINICAL NURSING PRACTITIONER: PRIMARY HEALTH PRIMARY HEALTH CARE STREAM

**SALARY** :
- Grade 1: R362 559
- Grade 2: R445 917

**CENTRE** : Pholela CHC

**REQUIREMENTS** :
- Senior certificates (Grade12). Degree /Diploma in general nursing, midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a general nurse, midwife and primary health care nurse. Previous work experience / Certificate of service endorsed by your Human Resources Department (to be attached to application). **Grade 1**: Experience: A minimum of 4 years appropriate/ recognition experience in nursing after registration as a professional nurse with SANC in general nursing. **Grade 2**: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as 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 specific 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 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 reports writing. assist the unit manager with overall management and necessary support for effective functioning in the clinics. Work as part of a multidisciplinary team to ensure good nursing care. Promote preventive and promote health clients and communication in clinic. Ensure proper utilization of Human, material and financial resources and maintain updates of resources in the clinic.

**ENQUIRIES** : Mrs. Sikhakhane Tel No: 039 832 94 88

**APPLICATIONS** :
- Direct your application quoting the relevant reference number to: The Human resources officer, Pholela CHC, Private Bag X502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date 16:00.

**FOR ATTENTION** :
- Human Resources section

**NOTE** :
- Application should be submitted on the form of z83 obtainable from any public service Department or from the website and should be accompanied by a CV (experience must be comprehensively details) and certified copies of qualification certificates plus registration certificate. Certificate of service record endorses by Human Resources. Certified copy of identity Documents, no faxed or emailed applications will be considered. The department reserves the right not to fill the post after advertisement. The appointment are subjected to positive outcomes obtained for f the pre-employment checks which will be conducted by the Department for the following i.e. Security clearance/ vetting, security screening for criminal records, credit records (financial, Asset Records, etc.), validation/verification of identity document (ID), Driver’s License, Professional driving permit ( where required), citizenship/Permanent Residency, Company Intellectual Property commission (CIPC)- Business Interest/s, verification of employment history/reference checks –previous experience form employers. Applications are respectfully informed that correspondence will be limited to short-listed candidates only people disability should feel free to apply and the target group for the post advertised is an African male. The department will not liable where applicants use incorrect/no reference numbers on their applications. Shortlisted candidates will not be compensated for S&T claims.

**CLOSING DATE** : 24 August 2018
POST 31/176 : CLINICAL NURSE PRACTITIONER: OCCUPATIONAL HEALTH NURSE REF NO: UMZ02/2018 (LEVEL 08)

SALARY : Grade 1: R362 559 +13th Cheque, Housing Allowance (conditional), Medical Aid (Optional)
Grade 2: R445 917 +13th Cheque, Housing Allowance (conditional), Medical Aid (Optional)

CENTRE : Umzimkulu Hospital

REQUIREMENTS : Grade 1: Valid Grade 12 Senior Certificate, Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. One year post basic qualification in Occupational Health Nursing Science, Proof of current registration with SANC (2017). Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as professional nurse with SANC in General Nursing, Unendorsed valid driver’s license, Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department. Grade 2: Valid Grade 12 Senior Certificate, Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse, One year post basic qualification in Occupational Health Nursing Science. Experience: A minimum of 14 year appropriate/recognizable in nursing after registration as a professional Nurse with SANC in General nursing of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Occupational Health Nursing Science. Knowledge, Skills and Competencies Required: Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework, Sound knowledge of Occupational Health and Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service, Knowledge of basic human resource and financial management, Ability to formulate occupational health related policies and procedures, Ability to demonstrate good insight of policies and procedure pertaining to occupational employee health and wellness, Solving capabilities, Ability to communicate both verbal and writing, Computer literacy on basic Microsoft Software package.

DUTIES : Co-ordinate HIV, AIDS and TB Management Sub-Programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance, Operationalize Health and Productivity Management Sub-Programme in the context of health and productivity, disease management, chronic illness, mental health, temporary incapacity leave, ill-health promotion, Develop and implement occupational health programs, Orientation and Induction Programs, Undertake occupational disease research for purpose of investigating and preventing all types of occupational related diseases, Manage statistics and report these statistics to stakeholders, Maintain client satisfaction surveys through quality services, innovation and nursing care by upholding the principles of Batho pele, Work hand in hand with Health and Safety Officer and EAP Practitioner, Compile and capture IOD cases on Umehluko website, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office in the department of labour, To ensure that the conditions meet and maintain compliance certificates as regulated in the Occupational Health and Safety Act 85 of 1983, To serve on the District Occupational Health Committee to develop quality improvement plans strategic plans, policies and procedures, To sit on the Accreditation meeting with management on Health and Safety Accreditations to issues and be involved in all institutional interviews in order to pre place new employees, To compile all Occupational Health Manuals and protocols to be used by the hospital, To advise management on Occupational Health and Safety legal proceedings.

ENQURIES : Mr E.N. Bangani Tel No: 039-259 0310 EXT: 101

APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkulu Hospital, Private Bag X514, Umzimkulu, 3297 OR Drop Off in the application Box, UMzimkulu Hospital

FOR ATTENTION : Mr. E.N. Bangani

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government
Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 31 August 2018

POST 31/177 : PROFESSIONAL NURSE-SPECIALTY (ADM) GRADE 1 & 2 REF NO: STC 05/2018 (X1 POST)
Component: PHC Nursing
Re-Advertisement (those who applied previously are encouraged to re-apply).

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, 8% Inhospital Rural Allowance, Medical Aid (optional) Home Owner Allowance (employee must meet prescribed requirements).

CENTRE : St Chads CHC

REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Proof of current SANC receipt 2018.Registration with the South African Nursing Council as the General Nurse and Midwifery. Certificate of service endorsed by Human Resource Department. Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after Registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2: A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Recommendation: Computer literacy. Knowledge, Skills and Experience Required: Knowledge of nursing care process and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.

DUTIES : Execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patients care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients’ Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patients needs. Improve perinatal mortality and morbidity through implementation of priority programmes eg.EMTCT, CARMA, MBFI, ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures...
including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and the public through implementation of infection Control and Prevention and control standards, Occupational Health and Safety 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 National Core Standards. 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.

Hours of Duty: 40 hours per week; Shift work (day and night duty); Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES: Ms C.I.Ndlovu Tel No: 036 6379600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, P.O.Box 2238 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION: Mr S.D.Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 24 August 2018
POST 31/178: CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM

SALARY: Grade 1: R362 559 – R420 318 per annum PLUS 8% Rural allowance
Grade 2: R445 917 – R548 436 per annum Plus 8% Rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional

CENTRE: Umgungundlovu District Office:
Mpumuz Clinic Ref No: UMG01/38/18
Caluza Clinic Ref No: UMG01/39/18

REQUIREMENTS:
Grade 1: grade 12 (National Senior Certificate),Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2: Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health
Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. , Team building and supervisory skills.

**DUTIES**: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work overtime and extended hours.

**ENQUIRIES**: Mrs NM Ngubane Tel No: 033 395 4340

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

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

**CLOSING DATE**: 17 August 2018

**POST 31/179**: RADIOGRAPHER GRADE 1-3: REF NO: CM 13/2018 (X1 POST)

**SALARY**
- Grade1: R300 828 - R342 357 per annum
- Grade 2: R352 707 – R403 302 per annum
- Grade 3: R415 482 – R504 219 per annum
- Other Benefits: 13th Cheque, home owners allowance (employee must meet the prescribed requirements), 12% rural allowance

**CENTRE**: Eshowe District Hospital

**REQUIREMENTS**
- 3 year National Diploma in Diagnostic Radiography (Degree/Diploma in ultrasound is recommended). Current registration with the Health Professional Council of South Africa. **Grade 1**: No experience required after registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer in respect of
RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the HPCSA as a Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Ten (10) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as a Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration as a Radiographer with the Health Professional Council of South Africa, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Twenty (20) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as a Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration as a Radiographer with the Health Professional Council of South Africa, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa (Certificate of service must be attached).

**Knowledge, Skills, Training and Competencies Required:**
- Sound knowledge of radiation procedures, policies and protocols.
- Sound knowledge of diagnostic radiography procedures and equipment.
- Sound knowledge Occupational and safety Acts and Infection control procedures.
- Good communication skills and problem solving skills.
- Good interpersonal skills to be able to work within a multidisciplinary team.

**DUTIES:**
- Plan and organize workflow to facilitate effective radiographic service delivery.
- Provide high quality general radiographic services. Inspect and utilize equipment professionally to ensure that they comply with the radiation safety standards.
- Execute all clinical radiographic procedures competently to prevent complications.
- Participate in an effective radiographic quality assurance programme. Participate in standby after hours and weekend / public holiday duties to ensure provision of radiographic services on a 24 hour basis. Ensure radiation safety protocols for staff, patients and the public are observed. Perform clerical and darkroom duties as required.
- Participate effectively in the implementation of National core standards. Promote Batho Pele Principle and Patient's Rights Charter the day-to-day execution of radiographic services. Participate in the development and formulation of departmental policies and protocols. Promote good health practices, such as radiation protection, and health and safety protocols to ensure optimal patient care.

**ENQUIRIES:**
Assistant Director Radiography: Mrs KG Pillay Tel No: 035-4734500

**APPLICATIONS:**
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION:**
Mrs GZ Dube: Human Resource Manager

**NOTE:**
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, drivers licence, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short
listed candidates will not be compensated for Subsistence and Travelling claims (S&T).

**CLOSING DATE**: 17 August 2018

**POST 31/180**: SESSIONAL MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: UMZ 03/2018 (LEVEL 13) (X2 POSTS)

**Sessions**: 20 Sessions

**SALARY**

- Hourly Rates: Less than 5 years relevant experience: R477.00
- At least 5 years, but less than 10 years, relevant experience: R546.00
- 10 years and more relevant experience: R633.00

**CENTRE**: Umzimkulu Hospital

**REQUIREMENTS**

- Valid Grade 12 Senior Certificate or equivalent, A tertiary qualification MBChB or equivalent that allows registration with HPCSA as a Specialist (Psychiatry) and Current registration with HPCSA.
- Knowledge, skills and Competencies Required: Knowledge of current health and services registration, regulation and policy including medical ethics, epidemiology and statistics, Good communication and leadership skills, Decision making and clinical competency skills and knowledge essential, Sound knowledge of procedures and protocols in Psychiatric set up, Sound knowledge of Psychological, emotional and behavioral disorder, Participate in on call roster, Possess sound knowledge of Human Resource Management, Budget, program planning, implementation and evaluation, Information management and quality assurance programs, Have the ability to evaluate technologies and decide on the cost effective implementation thereof, Ability and experience in teaching, research and administration.

**DUTIES**

- Render Psychiatric services in the Hospital, Ensure adherence to Professional Medical Standards, Supervise and provide training to other medical officers, interns and nurses, Co-ordinate multi-disciplinary team, Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity, Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these, Develop Psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care, Co-ordinate and support the mental outreach Program, Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

**ENQUIRIES**

Mr. N.R. Hadebe Tel No: 039-2590 310 EXT: 101

**APPLICATIONS**

Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, UMzimkhulu Hospital

**FOR ATTENTION**

Mr. E.N. Bangani

**NOTE**

Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity,
affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 31 August 2018
ANNEXURE S

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH

APPLICATIONS: Applications for the posts where the center is indicated as Head Office [Polokwane] should be addressed to: The Head of Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at 18 College Street Office No. 60 New Building.
Applications for the post of Deputy Director: Infrastructure Management & Maintenance and Medical Registrar Grade 1 for Pietersburg Hospital should be addressed to: The Chief Executive Officer, Pietersburg Hospital, Private Bag X 9316, Polokwane, 0700.
People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.

CLOSING DATE: 17 August 2018

NOTE: Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and identity Document. Applicants should complete separate application forms where more than one post is applied for.
Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered.

MANAGEMENT ECHELON

POST 31/181: ICT PROGRAMME MANAGER: REF NO: LDH 18/07/06 (X1 POST)
Thirty Six [36] Months Contract
Job Purpose: Plan, direct and co–ordinate activities required for the management of various ICT Programmes and Projects including the Provincial Health Information System [PHIS] and ensure that the objectives of the Programmes and Projects are accomplished within the prescribed time frame, quality and funding parameters.

SALARY: R948 174 per annum Level 13 [All inclusive remuneration package]
CENTRE: Head Office [Polokwane]
REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification in Computer Science, Information Management and Information Systems at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A minimum of five [5] years’ experience at Middle/Senior Managerial level. Certificate in ICT Programme/Project Management. Significant prior experience in Information Systems, ICT Infrastructure and Project management. A valid driver licence (Attach copy). Knowledge and skills: Knowledge of policy and legislative framework such as the National Development Plan, the National Broadband Policy, the Infrastructure Development Act, the National Infrastructure Development Plan, The Free and Open Source Software, Security policies, national e – government policy, the Minimum Interoperability Standards [MIOS], the Electronic Communications and Transactions Act, the SITA Act and SITA Regulations. Extensive experience in information technology management policy and strategy formulation, practical skills in information systems analysis and design, database modelling, compilation and production of IT policy, strategy and plans documents. Strong expertise in the deployment of ICT infrastructure, enterprise data architectural models and business process re-engineering. Knowledge and expertise in system integration, in particular, Provincial Health Information System with other institutions’ systems such as Correctional Services, RAF, Medical Aid System (Switch Systems), Pharmaceutical system, etc. Over 10 years of solid practical experience in managing highly complex IT projects of
varying scopes, budgets, time constraints and quantity and quality of deliverables. Over 15 years’ experience in the identification of information requirements, investigation of business requirements, formulation of the necessary policies and strategies and translate business requirements into functional and technical specifications, tender specifications for procurement of IT goods and services and the selection of the relevant vendors and partnerships and acquisition of the technology required to support the information systems. Ability to recruit and mentor young people to provide the required support environment. Experience in working with the GITOC and SITA regarding implementation of policy and legislative framework as well as management of IT service provision. Ability to transform organisational effectiveness and efficiency through innovations such as business process re-engineering, enterprise data modelling, business processes, document management, programme management and change management. Strong persuasion skills with individuals or groups with diverse opinions. Ability to enlist cooperation and build teams committed to carrying out initiatives in environment that may be resistant to change and not under incumbent’s direct authority. Facilitation and mediation of technical specialists, line management, and clinical staff to ensure cohesive understanding of the needs and limitations. Ability to prioritize multiple objectives in a rapidly changing environment. Strong and excellent written, verbal and presentation skills.

**DUTIES**

- Manage and coordinate various ICT projects assigned to different service providers. Develop and manage service level agreements with service providers. Develop and manage third party contracts. Assist the service providers implementing and supporting PHIS and other systems by providing the necessary infrastructure required for the successful implementation of these systems. Establish and co-ordinate the smooth running of various committees to ensure successful implementation of programmes and projects. Assign duties, responsibilities and scope of authority to project personnel. Provide leadership and motivation to project managers, project leaders and project team members throughout the project life cycle. Facilitate and ensure skills transfer occurs from the service providers to the Departmental staff. Establish change management programmes. Project tracking, monitoring and status reporting for the entire ICT portfolio. Performance management and issue resolution. Develop monitoring and evaluation systems.

**ENQUIRIES**

should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**OTHER POSTS**

**POST 31/182**

- **MEDICAL REGISTRAR GRADE 1**
  - **REF NO:** LDH 18/07/07 (X25 POSTS)
  - **SALARY:** R780 612 per annum [All inclusive remuneration package]
  - **CENTRE:**
    - Pietersburg Hospital Peadiatrics [X6 Posts]
    - Diagnostic Radiology [X8 Posts]
    - Family Medicine [X8 Posts]
    - Psychiatry [X3 Posts]

**REQUIREMENTS**

Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Registrar [Medical]. Successful applicants will be required to register for a MMed degree with the University of Limpopo. All applicants must be South African citizens or permanent residents. Participation in Commuted overtime is a training requirement. Additional Requirements For Family Medicine: At least 12 months post community service experience working in a Primary health care setting, District Hospital or in a Family Medicine department at a regional or tertiary hospital. A post graduate diploma from the College of Medicine will be an added advantage. Additional Requirements for Paediatrics and Child Health: At least 12 months post internship experience working in Paediatrics. A post graduate Diploma in Child Health or FCPaed (SA) part 1 Examination will be an added advantage. Additional Requirements For Diagnostic Radiology: At least 12 months post community service experience as a medical doctor. A FCRad Diag (SA) Part 1 examination will be an advantage. Additional Requirements For Psychiatry: At
least 6 months post community service experience working in a Psychiatric Unit. A post graduate Diploma in Mental Health from the College of Medicine, DMH (SA) or FCPsych (SA) Part 1 will be an added advantage. Knowledge and skills: All Disciplines: Appropriate experience and suitability to train in the relevant specialty. Ability to manage patients independently and effectively. Sound knowledge of medical ethics. Ability to learn and innovate. Be prepared to work overtime. Be prepared to rotate through different accredited training sites according to the training programme. Good interpersonal skills and knowledge. Respect of the patient rights charter and Batho Pele Principles. An interest in conducting research. Computer literacy.

DUTIES: For All Disciplines: Participation in departmental academic meetings and teaching programmes. Responsible for care of patients at designated levels and sites e.g. Outpatients, Wards, Theatre, ICU, Outreach sites. Management of patients under supervision, attendance at ward rounds and tutorials, detailed clerking and recording. Supervision and teaching of undergraduates, Interns and Medical Officers. Provision of after hour care. Participation in clinical audit reviews. Development of a University approved research protocol, conducting the research and write up a research report.

ENQUIRIES: should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 31/183: DEPUTY DIRECTOR: ICT SECURITY REF NO: LDH/07/01 (X1 POST)

SALARY: R697 011 per annum Level 11 [All inclusive Remuneration Package]
CENTRE: Head Office [Polokwane]
REQUIREMENTS: Qualifications and Competencies: A Bachelor’s Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Security. A valid driver’s licence (Attach copy). Knowledge and Skills: Corporate Governance of ICT Policy Framework. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Understanding of physical, logical and cyber security.

DUTIES: Protect system by defining access privileges, control structures, and resources. Recognize problems by identifying abnormalities & reporting violations. Implement security improvements by assessing current situation, evaluating trends & anticipating requirements. Determine security violations and inefficiencies by conducting periodic audits. Upgrade system by implementing and maintaining security controls. Keep users informed by preparing performance reports & communicating system status. Maintain quality service by following organization standards. Maintain technical knowledge by attending educational workshops & reviewing publications. Contributes to team effort by accomplishing related results as needed. Organize and coordinate technical Vulnerability Assessments.

ENQUIRIES: about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 31/184: DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: LDH/07/02 (X1 POST)

SALARY: R697 011 per annum Level 11 [All inclusive Remuneration Package]
CENTRE: Head Office [Polokwane]
REQUIREMENTS: Qualifications and Competencies: A Bachelor’s Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Infrastructure. A valid driver’s licence (Attach copy). Knowledge and Skills: Corporate Governance of ICT Policy Framework. Excellent knowledge of current protocols and standards, including Acting Directory, Group Policies, MS Exchange, Core switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery. Experience in installing network cabling and telephony systems. Ability
to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

**DUTIES**
Design and implement short and long term strategic plans to make certain network capacity meets existing future requirements. Develop, implement and maintain policies, procedures, and associated training plans for network administration and appropriate use. Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation. Provides ownership of problem through final resolution. Plan, acquire and coordinate installation of in-house and remote hardware and software across the department’s network. Assess, approve and administer all equipment, hardware and software upgrades. Manage and ensure effectiveness of servers, including e-mail, print and back up servers and their associated operating systems and software. Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs etc. Test network and server performance and provide network performance statistics and reports, develop strategies for maintaining network and server infrastructure. Oversee the administration of user accounts, permission and access rights in Active Directory.

**ENQUIRIES**
about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 31/185**
**DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT & MAINTENANCE**
**REF NO: LDH/07/03 (X1 POST)**

**SALARY**
R697 011 per annum Level 11 [All inclusive Remuneration Package]

**CENTRE**
Pietersburg Hospital

**REQUIREMENTS**
Qualification and Competencies: A Bachelor’s Degree or equivalent qualification in Mechanical Engineering at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. Appropriate Trade Test Certificate. A minimum of five [5] years post qualification experience required as an Artisan Foreman/Chief Artisan. A valid driver’s licence (Attach copy).

**DUTIES**
Develop and implement a business plan in line with the strategic objectives of the section. Design and manage maintenance strategy and system for day to day emergency and routine /preventive maintenance. Ensure that all machinery in the hospital are serviced and repaired timeously. Develop specifications related to infrastructure management and maintenance projects. Manage the general maintenance section. Manage the general operations section. Manage the grounds maintenance section. Manage staff under infrastructure management and maintenance. Manage the infrastructure management and maintenance budget.

**ENQUIRIES**
about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 31/186**
**ASSISTANT DIRECTOR: INFORMATION SYSTEMS AND APPLICATIONS**
**REF NO: LDH/07/04 (X1 POST)**

**SALARY**
R356 289 per annum (Level 09)

**CENTRE**
Head Office [Polokwane]

**REQUIREMENTS**
Qualifications and Competencies: A Bachelor’s Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of three (3) years working experience in Health Information Systems. A valid driver’s licence (Attach copy). Knowledge and Skills: Sound knowledge of Health Information System. System application support and database management. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.
**DUTIES**: Ensure system compatibility with departmental objectives on Hospital Information. Systems i.e. system’s ability to deliver required information by the department. Ensure that the systems allow the department to make informed decisions. Make enhancements to the systems. Continuous visit to institutions to identify gaps in the system. Monitor client satisfaction with systems. Ensure reliable application and database backups. Conduct system needs analysis. Lead the department to a more advanced digital environment in ICT. Coordinate training on Hospital Information Systems and other ICT applications. Ensure that the department has valid software licenses. Setting up operating systems, various software’s and new computers.

**ENQUIRIES**: about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 31/187**: ASSISTANT DIRECTOR: ICT SERVICE DESK MANAGEMENT

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Head Office [Polokwane]

**REQUIREMENTS**: Qualification and Competencies: A Bachelor’s Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of three (3) years working experience in Service Desk Management. A valid driver’s licence (Attach copy). Knowledge and Skills: Knowledge of and experience in applying ITIL principles and standards to improve incident resolution and service standards. Good customer service & communication skills. Troubleshooting/problem-solving skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

**DUTIES**: Supervise the Service Desk support staff by defining and establishing schedules, setting priorities, providing support/direction and dealing with administrative issues as needed. Establishes and enforce Service Desk service levels agreements in consultation with end users to establish problem resolution expectations and timeframes. Gather and analyze metrics to benchmark the Service Desk workload/performance and identify trends in call centre issues. Collect and consolidate data across multiple data sources, develop and implement process improvements and automate where possible. Analyze and interpret data to identify trends/patterns. Prepare data and graphs in support of monthly performance reviews. Participate in formal or informal presentation of findings. Maintain and report incident ticket metrics data that depicts daily, weekly, and monthly service requests and incidents. Promote excellent customer service, effective response times and provide expert insights into general support issues. Train Service Desk staff on operational procedures and troubleshooting techniques. Work with end-users to minimize impact when production applications and systems fail. Ensure proper resolution of any system issues as established in the SLA. Maintain system support documentation to provide a more effective troubleshooting. Ensure effective flow of communication among IT management, users, and providers, including proper escalation of issues. Institute operational best practices for all systems support. Ensure proper follow-up and documentation in response to all incidents and changes reported.

**ENQUIRIES**: about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
ANNEXURE T

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

CLOSING DATE: 20 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: 0861 370 202

OTHER POSTS

POST 31/188: SENIOR LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 2018-42

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4 year BSc Degree in Agriculture or 4-year Degree in Education; A minimum of 6 years’ appropriate experience in an agricultural scientific environment of which 3 years must be lecturing experience; A valid (code B) driving licence. Recommendations: Successfully completed training as an assessor and moderator; Specialisation in Viticulture and Oenology. Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training, presentation and facilitation skills; Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES: Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards; Conduct classes; Present short courses/ vocational training to Higher Education and Training (HET), Technical and Vocational Education and Training (TVET) students and other stakeholders; Oversee and conduct applied and information research on production units; Perform and oversee administration and extracurricular functions.

ENQUIRIES: Ms L Schuurman at (021) 808 5126

POST 31/189: LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 2018-38

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: A 4-year BSc. Degree in Oenology and Viticulture with a minimum of 3 years’ experience in Education and Training; A valid code B driving licence. Recommendations: Formal training and presentation skills. Competencies: Proven knowledge of wine-making practices; Proven computer literacy in MS Office; Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills, High levels of assertiveness and professionalism.

DUTIES: To provide training, i.e. prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field; Non-curricular activities; To take responsibility for all actions in the Elsenburg Vineyard.

ENQUIRIES: Mr L Conradie at (021) 808 7701

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DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

CLOSING DATE: 20 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: 0861 370 202

OTHER POSTS

POST 31/190: CONTROL ENVIRONMENTAL OFFICER, GRADE A: POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP 2018-27

SALARY: Grade A: R468 513 per annum (OSD as prescribed)

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 4-year degree in Natural/Physical/Environmental Sciences or Engineering; A minimum of 6 years’ relevant post-qualification experience; A valid code B driving licence. Recommendations: Project Management experience; Financial Management experience; Data and Information Management experience and practice; Policy development experience. Competencies: Knowledge and understanding of the following: Environmental Management and legislation; Pollution Management; Strategic planning and review skills; Excellent report writing skills which include the drafting of official and technical reports; Ability to analyse and interpret scientific and technical reports and scientific data; Excellent communication skills (written, verbal and presentation) in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint).

DUTIES: Manage and provide specialist pollution information and chemicals management including water quality management; Manage the development, implementation, monitoring and evaluation of specialised projects within the Directorate, including projects such as the Berg River Improvement Project, Breede River Environmental Resources Protection Plan; Provide specialist technical comments, advice and guidance of environmental reports and scientific papers and contribute towards the development, implementation and monitoring of policies, legislation, strategies, action plans, guidelines, norms and standards of pollution risk abatement (especially w.r.t. water- and soil resources); Manage and provide specialist pollution and chemical advice with regard to compliance and enforcement in support of the enforcement units in terms of our statutory obligations under NEMA; Manage and perform Financial- and Human Resources Management including general office management.

ENQUIRIES: Mr Z Brown at (021) 483 8367

POST 31/191: CONTROL ENVIRONMENTAL OFFICER, GRADE A: BIODIVERSITY REF NO: EADP 2018-28

SALARY: Grade A: R468 513 per annum (OSD as prescribed).

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 4-year Degree in Environmental, Natural or Earth Science; A minimum of 6 years’ relevant post-qualification experience; A valid code B driving licence and willingness to travel within the Western Cape. Recommendations: Technical working experience in the field of Biodiversity Management; Project Management experience. Competencies: Knowledge of the following:
Development and implementation of Biodiversity and Environmental legislation, relevant policies, regulations, action plans, guidelines, norms and standards; Environmental Management particularly related to biodiversity; Appropriate technical skills in natural sciences, Conservation Management, Biodiversity Management, ecosystems and biodiversity planning; Excellent communication skills (written, verbal and presentation) in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint).

**DUTIES**
- Assist in the development and implementation of relevant policies, legislation, strategies, action plans, guidelines, norms and standards; Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Manage and implement biodiversity capacity building and advocacy in the Department, relevant government spheres, municipalities and with other stakeholders; Assist with oversight over Cape Nature through integrated monitoring and evaluation; Planning, arrangement and management of meetings and workshops; Preparing and deliver biodiversity related presentations; Perform and manage administrative and related functions.

**ENQUIRIES**
- Mr A Ackhurst at (021) 483 5126

**POST 31/192**
- **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT LICENSING**
- **REF NO:** EADP 2018-32

**SALARY**
- R380 364 per annum (OSD as prescribed).

**CENTRE**
- Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**
- An appropriate Honours Degree in Natural/Physical Science or Environmental Science/Engineering preferably Civil; A valid code B driving licence and willingness to travel as required. Recommendations: Experience of the following: Environmental field, especially related to waste management; Compliance, monitoring, enforcement and auditing; Environmental Impact Management and/or Waste Management permitting licensing; Project Management; Supervision and monitoring; Facilitation of Public Participation processes. Competencies: Specialised and technical knowledge of: Environmental, general and hazardous waste management information documents to advise internal and external stakeholders; Facilitation of public participation processes as well as proven supervisory and mentoring skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to conduct in-depth research; The ability to interpret and analyse complex general and hazardous waste information documentation in order to advise internal and external stakeholders.

**DUTIES**
- Administer the waste management licensing through the review and evaluation of waste impact and technical reports and the drafting of waste management licences; Develop, implement and review waste management licensing processes, systems, policy measures and specific projects with regard to waste management licensing; Assist with general management i.e. assist with Financial and Human Resource Management and administration; Ensure compliance monitoring and enforcements of relevant waste management legislation with respect to statutory obligations; Provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management.

**ENQUIRIES**
- Mr L McBain-Charles at (021) 483 2747

**POST 31/193**
- **ADMINISTRATION CLERK: ENVIRONMENTAL LAW ENFORCEMENT REGION 2,**
- **REF NO:** EADP 2018-30
- (12 Month Contract Position)

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

**CENTRE**
- Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Data capturing, statistical reporting and information management; Human resource and
financial administration, procurement of goods and services; Effective records management; Planning and organising skills. Competencies: Knowledge and experience of office administration, Human resource and financial administration; Procurement policies and procedures; Data capturing, statistical reporting and information management; Planning and organising skills; Records management; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Ability to work well within a team.

**DUTIES**

Data capturing, statistical reporting and information management; Human resource and financial administration, procurement of goods and services; Effective records management; Planning and organising skills.

**ENQUIRIES**

Mr MN Albertyn at (021) 483 0779

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**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 31/194**

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**

Eden District

**SALARY**

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

**CENTRE**

Outshoorn Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with the SANC as a 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 qualification in Advanced Psychiatry. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

**ENQUIRIES**

Ms H Human, Tel No: (044) 203-7203

**APPLICATIONS**

To the Director: Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

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

CLOSING DATE : 17 August 2018

POST 31/192 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRIC) (X2 POSTS)
Cape Winelands District

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

CENTRE : Robertson CDC, Langeberg Sub-district (X1 post)
Stellenbosch PHC, Stellenbosch Sub-district (X1 post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: 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 qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

ENQUIRIES : Robertson CDC: Ms M Williams, Tel No: (023) 626-8548
Stellenbosch PHC: Ms D Johnson, Tel No: 021 – 808-6108

APPLICATIONS : The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie

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

CLOSING DATE : 17 August 2018
POST 31/196

ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (PEOPLE MANAGEMENT)
(Overberg District)

SALARY:
R356 289 per annum

CENTRE:
Overberg District Office

REQUIREMENTS:

DUTIES:
Manage, supervise and co-ordinate the work and responsibilities of People Management Administration (Personnel Administration) component. Administer conditions of service, allowances and deductions (housing, medical aid, leave, pension, overtime, commuted overtime, etc. Ensure compliance with HR policies and practices. Provide Human Resource Administration service within District. Provide Professional and Specialised support/advice to management. Handle all matters related to supervision of component.

ENQUIRIES:
Mr CJ Matshoza, Tel No: (028) 214-5802

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

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

CLOSING DATE:
17 August 2018

POST 31/197

SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Chief Directorate: Rural Health Services

SALARY:
R299 709 per annum

CENTRE:
George Hospital

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD’s, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES:
Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance reports.

ENQUIRIES:
Mr BH Cassim, Tel No: (044) 802-4409

APPLICATIONS:
To the Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.

NOTE:
No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE:
24 August 2018
POST 31/198: ELECTRO CARDIOGRAM ASSISTANT GRADE 1 TO 2 (CARDIOLOGY)

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

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: Matric certificate with Life Science/Biology and Mathematics. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. **Grade 2:** 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. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with patients of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.

**DUTIES**
Execute electrocardiograms. Train student clinical technologists, registrars and other medical support personnel. Maintain electrocardiogram equipment. Type electrocardiogram reports, keep records up to date and record data on Clinicom. Develop and update skills in ECG area. Assist with stock taking and maintenance of ECG Machines.

**ENQUIRIES**
Prof AF Doubell, Tel No: (021) 938-4400

**APPLICATIONS**
The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**
Ms V Meyer

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

**CLOSING DATE**
17 August 2018

POST 31/199: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT

**CENTRE**
Beaufort West Hospital

**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: Appropriate experience in the Supply Chain Management. Appropriate experience of warehouse management. Competencies (knowledge/skills): Knowledge of the PMFA, Treasury Directives and Legislation pertaining to Supply Chain Management and procurement work environment. Computer literacy (MS word and Excel). Knowledge of LOGIS system. Good interpersonal skills.

**DUTIES**
File documentation. Check issued stock. Check stock delivered from supplier. Capture Simultaneous Receipt/Issue vouchers, Receipt vouchers and Issue vouchers. Ensure that transactions comply with legislative requirements. Follow-up and report on outstanding orders. Manage the transit area of the stores. Keep LOGIS system up to date.

**ENQUIRIES**
Ms E Abbott, Tel No: (023) 414-8200

**APPLICATIONS**
To the District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

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

**CLOSING DATE**
24 August 2018

POST 31/200: ADMINISTRATION CLERK: FINANCE

**CENTRE**
Head Office, Cape Town

**REQUIREMENTS**
Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Experience in Hospital or general patient
fees or any health related claims environment. Experience in HIS (Health Information system) Delta 9 or other health billing systems. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid (code B/EB) driver’s Licence. Competencies (knowledge/skills): Knowledge of UPFS (Uniformed Patient Fee Schedule) or Hospital Memorandum Chapter 18 or general patient fee billing tariffs. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy (MS Word and Excel).

**DUTIES**

Ensure accurate billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist the hospital fees departments at various institutions with monthly drawing of relevant reports for account write-offs and follow up of outstanding patient accounts and invoices in terms of Hospital Fees Policy. Investigate debtor queries and assist hospital fees department with handing over of accounts to debt collectors. Ensure submissions of EDI (Electronic Data Interchange), paper claims and assist with EDI (Electronic Data Interchange) rejections and resubmissions. Capture payments and journals on BAS (Basic accounting System) and AR (Accounts Receivable Systems). Liaise with debtors, private companies (Medical Aids, etc.) and other relevant stakeholders telephonically, in person or in writing regarding outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear State Department backlogs in terms of outstanding invoices.

**ENQUIRIES**

Ms L Ismail, Tel No: (072) 601-6586

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

17 August 2018

**POST 31/201**

**ADMINISTRATION CLERK: RADIOLOGY (X2 POSTS)**

(Chief Directorate: Metro Health Service)

**SALARY**

R163 563 per annum

**CENTRE**

Eerste River Hospital

**REQUIREMENTS**

Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of patient administration in a hospital. Appropriate administrative experience. Inherent requirement of the job: Willingness to work shifts which include weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy in MS Windows (Word and Excel). Ability to work as part of a team. Ability to cope with a high work volume and follow instructions and procedures. Ability to adapt to a changing environment. Ability to deal with information in a confidential manner. Good interpersonal relations and organisational skills. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES**

Render a reception service in the Radiology department. Be responsible for all aspects of Patient administration in the Radiology department this includes both the Radiology Information system and Clinicom. Maintain the effective and efficient general office administration and ad-hoc duties e.g. typing, filing, faxing and photocopying. Responsible for folder management (i.e. request and retrieve folders). Reporting on faulty equipment to Maintenance. Ordering, receiving, monitor and control stock. Answer telephonic enquiries and arrange appointments and transport. Complete daily, weekly and monthly statistics, report and data capturing.

**ENQUIRIES**

Dr A Anthony, Tel No: (021) 902-5073

**APPLICATIONS**

The Acting Chief Executive Officer: Eerste River Hospital: Private Bag x 5, Eerste River, 7103.

**FOR ATTENTION**

Ms N Wege

**NOTE**

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

**CLOSING DATE**

17 August 2018
POST 31/202  : OPERATOR: REPROGRAPHIC SERVICES  
Chief Directorate: Metro Health Services  

SALARY  : R115 437 per annum  
CENTRE  : Oral Health Centre, Tygerberg/Mitchell’s Plain Platform  
REQUIREMENTS  : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the operating of photocopiers, scanner; audio-visual equipment and binding of documents. Competencies (knowledge/skills): Ability to prioritise work. Ability to report defects of duplication and/or audio-visual equipment. Good communication and interpersonal skills. Computer skills in MS office. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.  
DUTIES  : Photocopy and bind documents. Provide technical assistance to users with regard to the photocopiers, scanners and audio-visual equipment. Handle confidential documents. Manage administrative duties such as ordering of consumables and booking of lecture rooms, Handle inventory control of equipment. Operate equipment according to instructions.  
ENQUIRIES  : Ms B Mbebe, Tel No: (021) 937-3138  
APPLICATIONS  : To the Dean/Manager: Oral Health Centre, Private Bag X1, Tygerberg, 7505.  
FOR ATTENTION  : Ms P de Bruin  
NOTE  : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a competency test.  
CLOSING DATE  : 17 August 2018  

POST 31/203  : STERILISATION OPERATOR PRODUCTION (X2 POSTS)  
Chief Directorate: Rural Health Services  

SALARY  : R115 437 per annum  
CENTRE  : Worcester Regional Hospital  
REQUIREMENTS  : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.  
DUTIES  : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, pack, control and sterilise instruments, linen and supplies as well as assisting with stock taking. Clean, control and test instrument washing machines, autoclaves and other equipment in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation) procedures. Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Fold and sterile linen packs, as well as condemning of linen.  
ENQUIRIES  : Ms S Nieuwoudt, Tel No: (023) 348-6455  
APPLICATIONS  : To the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.  
FOR ATTENTION  : Ms H Swart  
NOTE  : Preference will be given to candidates that obtained certificates for Basic/Intermediate/Advance Course in Decontamination and Sterilisation in CSSD. No payment of any kind is required when applying for this post.  
CLOSING DATE  : 24 August 2018  

POST 31/204  : FOOD SERVICE AID  
Chief Directorate: Rural Health Services  

SALARY  : R96 549 per annum  
CENTRE  : George Hospital  

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REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate working experience in an Industrial Food Service Unit. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Physically fit to lift heavy objects and ability to be on his or her feet for long periods. Competencies (knowledge/skills): Must be able to speak clearly and legible. Ability to communicate in at least two of the three official languages of the Western Cape. Interpret recipes, do basic calculations and use a food scale. Ability to read and write accurately.

DUTIES: Pre-prepare and prepare normal and special diets. Dish up and distribute meals daily. Receipt and storage of food supplies. Follow hygiene and safety directives for the use of equipment and apparatus. Maintain general hygiene in the Food Service Unit. Maintain equipment and apparatus.

ENQUIRIES: Ms M Greyling, Tel No: (044) 802-4423
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
CLOSING DATE: 24 August 2018

POST 31/205: HOUSEHOLD AID
Central Karoo District

SALARY: R96 549 per annum
CENTRE: Laingsburg Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning hospitals/health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES: Perform routine, focussed and unplanned emergency cleaning tasks within a healthcare environment of all areas in a hospital and a primary health care clinic. Serve meals to patients and clean crockery and cutlery. Stock control, control sheets and management of cleaning equipment.

ENQUIRIES: Ms C Bothma, Tel No: (023) 551-1237
APPLICATIONS: To the Director: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: Shortlisted candidates will be subjected to a competency test to establish suitability. No payment of any kind is required when applying for this post.
CLOSING DATE: 24 August 2018

POST 31/206: CLEANER (X3 POSTS)
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum
CENTRE: Macassar Community Day Centre (X2 Posts)
Michael Mapongwana Community Day Centre) (X1 Post)
REQUIREMENTS: Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience in the use of cleaning equipment, cleaning materials and cleaning detergents. Appropriate experience in infection control and occupational health and safety. Inherent requirement of the job: Ability to work flexible hours. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Knowledge of Batho Pele Principles.

DUTIES: Provide a clean, hygienic environment in and outside the health care facility to prevent the spread of infection. General cleaning and maintenance. Ensure care of cleaning equipment. Actively involved in infection control and occupational health and safety activities. Optimal support to supervisor and colleagues.

ENQUIRIES: Macassar CDC - Ms G Viana, Tel No: (021) 857-2330
Michael Mapongwana CDC – Ms S Joseph, Tel No: (021) 361-3394

132
APPLICATIONS: The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION: Ms Z Willie

NOTE: No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to complete a practical test.

CLOSING DATE: 24 August 2018

POST 31/207: HOUSEHOLD AID (X4 POSTS)
Eden District

SALARY: R96 549 per annum

CENTRE: Oudtshoorn Hospital

REQUIREMENTS: Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a ward/hospital/health environment. Inherent requirements of the job: Perform overtime and night duty. Ability to lift/move heavy equipment and supplies. Relief duties in other departments when necessary, perform overtime and night duty.

DUTIES: Handle clean and dirty linen and disposal of refuse/waste products. Responsible for general hygienic and safe environment. Correct and cost effective usage and operation of equipment and chemicals. Dust, sweep, polish, scrub and mop floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level.

ENQUIRIES: Ms H Human, Tel No: (044) 203-7203

APPLICATIONS: To the Director: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION: Ms S Pienaar

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

CLOSING DATE: 24 August 2018

POST 31/208: CLEANER
Eden District

SALARY: R96 549 per annum

CENTRE: Kwamandlenkosi Community Clinic

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES: General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handling of cleaning equipment. Elementary stock control.

ENQUIRIES: Mr WJ Erasmus, Tel No: (023) 414-8200

APPLICATIONS: To the Director: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION: Ms S Pienaar

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

CLOSING DATE: 24 August 2018

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

CLOSING DATE: 20 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: 0861 370 202.

OTHER POSTS

POST 31/209 : ASSISTANT DIRECTOR: CREATIVE DESIGN REF NO: DOTP 2018-87

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree; A minimum of 5 years' design experience with a minimum of 3 years' supervisory experience; A valid Code B driving licence. Furthermore, in order to be considered for this position you are required to indicate a link where your profile can be viewed. This is part of the shortlist process. Recommendations: Brand Management and/or development experience; Proven and demonstrable skills in Designing, Illustration and Photography. Competencies: Thorough knowledge of design and colour theory; Advanced knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator); Thorough knowledge of design principles, techniques and tools; Multi-tasking and working under pressure; Staff Management skills; Good communication skills (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES : Render a Graphic Design service to the Western Cape Government; Provide an oversight role to creative work produced outside of Corporate Communication; Manage the design and photography service within Corporate Communication.

ENQUIRIES : Mr S Du Plessis at (021) 483 3139

POST 31/210 : PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 2018-85 (X2 POSTS)

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Office administration experience; Experience within an Internal Audit environment. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Internal processes and procedures; Office administration and Financial Management; Procurement Processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES : Assist the Senior Manager in compiling Audit Committee Packs timely, accurately and completely and timely distribute audit committee packs to all relevant parties/attendees; Efficient and effective diary management based on the assessed importance and urgency of the matter; Thorough responses to enquiries received from internal and external stakeholders; Co-ordinate logistical arrangements for all meetings hosted and act as secretariat as required; Render administrative support services which includes subsistence and travel claims and managing the GG vehicles; manage the end user equipment allocation and tracking demand for new equipment; Maintain a record-keeping and filing system and safeguard all relevant correspondence in line with the departmental plan; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr S Martin at (021) 483 8293
<table>
<thead>
<tr>
<th>POST 31/211</th>
<th>PERSONAL ASSISTANT: CONNECTED GOVERNMENT AND INFRASTRUCTURE REF NO: DOTP 2018-90</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Department of the Premier, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Recommendations: Office administration experience. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement Processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.</td>
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<tr>
<td>DUTIES</td>
<td>Provide a secretarial/ receptionist support service to the senior manager; Render administrative support services which includes procurement and minute taking; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Ensuring effective flow of information/ documents through the office; Safekeeping and filing of documents; Compile reports and scrutinise routine submissions, reports and draft documents as required; Manage travel arrangements.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr E Alexander at (021) 483 4343</td>
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</tbody>
</table>

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**

20 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: 0861 370 202

**OTHER POST**

<table>
<thead>
<tr>
<th>POST 31/212</th>
<th>ADMINISTRATION CLERK: VREDELUS: ADMIN REF NO: DSD 2018-81</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Department of Social Development, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (Senior Certificate or equivalent qualification). Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render general clerical support; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Benting at (021) 931 0236</td>
</tr>
</tbody>
</table>

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**

20 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: 0861 370 202

OTHER POSTS

POST 31/213 : CHIEF ARCHITECT: PROJECTS/PROGRAMME INFRASTRUCTURE DELIVERY: GENERAL REF NO: TPW 2018-186

SALARY : Grade A: R854 154 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant B-Degree (or equivalent qualification) in Architecture as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Compulsory registration with SACAP as a Professional Architect (please attach your proof of registration to your profile); Valid code B driving licence.
Recommendations: Experience of contract documentation and administration; Experience in Project Management; Formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge and experience of the following: Contract documentation and administration; The (OHS Act), National Building Regulations, SANS and all relevant built environment legislation; Programme and Project Management, research and planning procedures; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Leadership, organising and teamwork abilities; Conflict Management skills; Ability to work under pressure and meet deadlines.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards; Development, interpretation and customisation of policies, strategies, plans (including refurbishment and upgrading), business cases and accommodation schedules; Master planning and the development of project briefs; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment process.

ENQUIRIES : Ms C Skillicorn at (021) 483 4605
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only https://westerncapegov.erecruit.co

POST 31/214 : DEPUTY DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: TPW 2018-120

SALARY : All-inclusive salary package of R697 011 per annum (Level 11).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification) with a minimum of 3 years management experience; A valid code B driving licence. Recommendations: Experience in the following: Budget/ Financial Management; Human Resource Management; Transport, enforcement or legal environment; A valid code B driving licence and willingness to travel away from the office as required. Competencies: Knowledge of the following: National Land Transport Act; Criminal Procedures Act; National Road Traffic Act, PFMA, Conflict Management; Mediation skills; Excellent communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Leadership, organising and teamwork abilities; Conflict Management skills; Ability to work under pressure and meet deadlines.

DUTIES : Manage the Conflict Monitoring, Analysis and Prevention unit; Monitor conflict areas and establish a system of early warning signs; To set up and ensure the effective functioning of intergovernmental stakeholder committees and commuter
ENQUIRIES: Mr Y Ahmed at (021) 483 2137
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 31/215: ADMINISTRATIVE OFFICER: FINANCIAL SUPPORT REF NO: TPW 2018-184

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Financial Accounting with a minimum of 3 years’ relevant experience; A valid code B driving licence. Competencies: Knowledge in the following: Financial Instructions; Financial systems; Supervisory skills; Report writing; Planning and organising; Punctual; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Financial administration; Supervision of staff; Management of GG vehicles; Financial document control; Budgeting; Assets Management; Supply Chain Management.
ENQUIRIES: Ms E Searle at (021) 483 0271
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 31/216: SENIOR ASSET PRACTITIONER: ASSET MANAGEMENT REF NO: TPW 2018-154 (X2 POSTS)

SALARY: R242 475 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years’ relevant experience. Recommendations: Accounting experience; Working knowledge of SCOA and classification of assets; A financial background specifically in Asset Control; A valid code B driving licence. Competencies: Knowledge of the following: PFMA (Public Financial Management Act); National Treasury Regulations; Provincial Treasury Instructions; LOGIS and the systems requirements and functioning; Asset Management; Supervisory and financial reconciliations; Record keeping procedures; Proven computer literacy in MS Office; Organising and decision making skills; Liaison with personnel at all levels; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape.
DUTIES: Implement, conduct and oversee the annual or biannual or as determined asset management count and verification, including the results of all investigations of discrepancies recorded, compliant with departmental policies and processes and applicable legislative requirements; Implement and co-ordinate the asset disposal plan by ensuring compliance with departmental policies and processes and applicable legislative requirements; Execute, conduct and supervise the asset disposal process, including the identification of redundant, obsolete, excess and un-serviceable goods, disposal of goods in accordance with plans, accurate recording of disposal and periodic reporting; Verify disposal documentation and items on disposal schedule and ensure that transactions comply with regard to transaction control sheet; Supervise the performance of those responsible for functions of the unit; Ensure the effective use of LOGIS for provisioning, stock control, disposal and reporting.
ENQUIRIES: Mr P Kruger at (021) 483 4949
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
POST 31/217: CALL CENTRE OPERATOR: TECHNICAL SUPPORT SERVICES REF NO. TPW 2018-170

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Proven knowledge and relevant experience in the I.M.S (Issue Management System). Competencies: Ability to classify the building maintenance complaints per class of works; Ability to manage complaints of various client departments; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Technical ability to distinguish between different trades; Ability to register and assign complaints on the I.M.S.
DUTIES: Effective and efficiently record all complaints received on I.M.S.; Ensure authenticity of complaints and assign correctly on the I.M.S.; Render professional correspondence service to clients and provide referencing; Compile reports of issue management system for the multi-disciplinary teams; Handle all administrative functions related to the post.
ENQUIRIES: Mr A February at (021) 483 2489
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 31/218: GROUNDSMAN: TECHNICAL SUPPORT SERVICES (LEEUWENHOF) REF NO: TPW 2018-185 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Basic literacy and numeracy (ABET Level 2 Grade 5). Recommendations: Above average gardening experience; Machinery operator experience. Competencies: A good understanding and application of the following: Occupational Health and Safety Act and relevant regulations; Gardens and grounds maintenance; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure, independently as well as in a team and perform routine tasks.
DUTIES: Irrigation maintenance and repairs; Mowing of lawns; Trimming/pruning different kinds of plants with light machines and hand tools; Machinery operator (brush cutter, chainsaw, hedge trimmer, pole pruner, ride-on mower, etc.); Spraying of chemicals on flower beds and on hard surfaces for weeds, harmful pests and diseases; Manual weeding, fertilizing and planting; General cleaning of the entire estate and the surrounding perimeters; Grounds maintenance (sweeping, scrubbing, general paving, well executed pathways).
ENQUIRIES: Ms Y Sihawula at (021) 422 1677
APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.
NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Applicants from relevant local communities will receive preference.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.
CLOSING DATE: 17 August 2018
NOTE: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required
documentation are uploaded before applying for the vacancies. 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 Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

POST 31/219

SENIOR EDUCATION SPECIALIST: FET SUBJECT ADVISOR TECHNICAL MATHEMATICS

Component: Curriculum Further Education and Training (FET)

(1 Year Contract)

SALARY:
R391 677 - R886 308 per annum plus 37% in lieu of service benefits (Post Level 03)

CENTRE:
Cape Town

REQUIREMENTS:
- Appropriate three (3) year qualification in Education (REQV 13).
- Five (5) years teaching experience in Grade 8 - 12.
- Registration with SACE.
- A valid driver’s license.
- Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R - 12.
- Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025).
- Knowledge and understanding of the Subject.
- Knowledge and experience in teacher and materials development.
- Knowledge and understanding of the Language in Education Policies.
- Knowledge and understanding of ICT Knowledge and Information Management.
- Knowledge and understanding of the organisational structure and operational model of WCED.

DUTIES:
- Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools.
- Training and development of Teachers.
- Training and development of Teachers.
- Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools.
- Moderation and Assessment of Curriculum Implementation.
- Planning and Administration functions

ENQUIRIES:
Dr J Bronkhorst Tel No: 021 467 2564

POST 31/220

SENIOR EDUCATION SPECIALIST: FET SUBJECT ADVISOR TECHNICAL SCIENCES

Component: Curriculum Further Education and Training (FET)

(1 Year Contract)

SALARY:
R391 677 - R886 308 per annum plus 37% in lieu of service benefits (Post Level 03)

CENTRE:
Cape Town

REQUIREMENTS:
- Appropriate three (3) year qualification in Education (REQV 13).
- Five (5) years teaching experience in Grade 8 - 12.
- Registration with SACE.
- A valid driver’s license.
- Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R - 12.
- Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025).
- Knowledge and understanding of the Subject.
- Knowledge and experience in teacher and materials development.
- Knowledge and understanding of the Language in Education Policies.
- Knowledge and understanding of ICT Knowledge and Information Management.
- Knowledge and understanding of the organisational structure and operational model of WCED.

**DUTIES**
Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration functions.

**ENQUIRIES**
Dr J Bronkhorst Tel No: 021 467 2564

**POST 31/221**
SENIOR EDUCATION SPECIALIST: PROJECT MANAGER: MATHEMATICS, SCIENCES AND TECHNOLOGY
(1 Year Contract)
Component: Curriculum Further Education and Training (FET)

**SALARY**
R391 677 - R886 308 per annum plus 37% in lieu of service benefits (Post Level 03)

**CENTRE**
Cape Town

**REQUIREMENTS**
Appropriate three (3) year qualification in Education (REQV 13). Five (5) years’ teaching experience. Registration with SACE. A valid driver’s licence. Thorough Mathematics content and pedagogy knowledge in accordance to CAPS. Above-average verbal and non-verbal communication skills. Excellent ICT skills, especially above average knowledge of computer applications and office software, particularly word processing and spreadsheets (MS Office, Advance Excel, Google Apps, Open Office) and the ability to train others in this skills set. Ability to speak in public in at least English and Afrikaans. Formal presentation skills. Ability to motivate personnel. Accountable for outcomes of projects. Ability to manage and handle crisis situations effectively. Personal Attributes: Ability to perform under pressure; systematic approach to work; Integrity and honesty. Self-motivation; Positive attitude and co-operation; A leader of change; Support innovative teaching that reflects different learner needs.

**DUTIES**
Facilitate specialised support electronically, in documentation format and face to face to: The Director and senior officials responsible for Mathematics teaching in the Province; Circuit Managers, Heads: Curriculum Support and Mathematics Subject Advisers across the 8 Districts; Project Stakeholders; Pilot schools (Principals and Subject Heads). Facilitate the professional development needs identified. Collaborate with Service Providers and other role-players. Projects according to the WCED Mathematics Support Plan and the Memorandum of Agreement between the WCED and the service provider. Alignment of Curriculum and Assessment Policy Statement (CAPS) and relevant project requirements. Impact of utilisation and integration of the particular e-resource(s). Evaluate the resource use in both teaching and learning and provide support where needed. Report regularly on the state of teaching and learning in Mathematics and ICT integration at the pilot schools. Analyse learner assessment data and develop improvement strategies linked to the use of the e-resource in response to the analysis. Compile reports on monitoring visits, provide feedback to senior officials, Subject Advisers and principals. Submit monthly work plans and liaise with the relevant Head Office officials and Mathematics Subject Advisers in Districts. Maintain a database related to the project(s).

**ENQUIRIES**
Ms G Schreuder Tel No: 021 467 2576