PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2018
DATE ISSUED: 10 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.
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## PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

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

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 27 August 2018

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 32/01: DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE (REF NO: DBE/01/08/2018)
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

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

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in the built environment (e.g. Quantity Surveyor) and post graduate qualification (NQF level 8) as recognized by SAQA. At least 10 years of experience being active in the relevant professional field; Member of a Professional Body for the relevant area of expertise; Registered as a Professional Practitioner with the relevant Professional Body; Qualification as a Professional Project Manager; A minimum of 8-10 years at Senior Management level. Proven track record of effectively managing a number of infrastructure projects simultaneously; Proven track record of managing project teams. The suitable candidate must have: Ability to organize and direct groups of professionals in the built environment sector. Construction programme and project management skills Advanced knowledge of built environment prescripts and legislation, e.g Building regulations, CIDB prescripts, construction procurement, practice notes, contract management etc and experience in the planning and execution of capital infrastructure projects, and government prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations. Excellent networking, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours A valid driver’s license and advanced computer skills.

DUTIES: The successful incumbent will be directly accountable to the Director-General for the realisation of Government priorities related to the implementation of the infrastructure programme Manage the implementation of the Accelerated School Infrastructure Delivery Initiative; Manage the planning and monitoring of the Provincial Infrastructure Programme implemented through the Education Infrastructure Grant and the Equitable Share portion; Ensure operational efficiencies and strategic outputs of the unit Oversee the development, implementation and monitoring of programmes in line with organisational policies Ensure sound financial management and application of good corporate governance principles. Specific deliverables include the following: Manage the implementation of the ASIDI programme to ensure acceptable audit outcomes and achievement of set targets, including the management of implementing agents; Finalisation and implementation of the infrastructure Norms and Standards and the achievement of targets articulated therein Provide strategic leadership and manage the planning, financing, delivery, maintenance and monitoring of infrastructure provision.
and resourcing (including provision of school furniture, equipment and scholar transport) of schools in the sector. Implementation of the sector wide school maintenance programme. Ensure alignment between national and provincial infrastructure priorities and ensure a healthy working relationship with provinces. Develop and manage strategies, policies, systems and plans related to infrastructure programmes in the sector. Manage the delivery of the infrastructure projects/programmes through interaction with and monitoring/oversight of the Implementation Agent(s) as well as the management of the Strategic Integrated Project of the PICC.

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

NOTE: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver’s license and be willing to travel extensively. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 32/02: CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION (REF NO: DBE/02/08/2018)
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication

SALARY: All-Inclusive remuneration package of R1 127 334 per annum
CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5 years’ experience at senior managerial level. Experience in the communication field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient delivery of communication services to the Ministry and the Department of Basic Education. Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education. Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments. Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education. Build and sustain a positive reputation for the Ministry and the Department of Basic Education. Effectively manage unplanned and urgent communication matters for the Ministry and the Department of Basic Education. Respond timeously to deadlines and provide quality inputs into matters that affect the Ministry and the Department of Basic Education. Ensure that the delegated tasks and assignments from the Minister, the Deputy Minister, the Director-General, HEDCOM, and CEM, aimed at enhancing the programmes and projects within the Department of Basic Education and the Provincial Education Departments, are undertaken. Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education, as well as the relevant Public Service and Administration Policies and the PFMA.

ENQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be
communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 32/03**

**DIRECTOR: INTERGOVERNMENTAL RELATIONS, COMMUNITY LIAISON AND PUBLICATIONS (REF NO: DBE/03/08/2018)**

Branch: Office of the Director-General
Directorate: Intergovernmental Relations, Community Liaison and Publications
(Those who previously applied need not re-apply as all applications will be considered)

**SALARY**

All-Inclusive remuneration package of R948 174 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate recognised Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least five (5) years’ experience at middle or senior management level. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; and 8 years proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills; proven practical and relevant experience in photography and videography; excellent writing and editing skills; excellent interpersonal skills; planning, organising, financial management and project management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer); and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver’s licence and be willing to travel and work long hours including weekends. Candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership skills with proven knowledge and experience in managing personnel.

**DUTIES**

The incumbent will be expected to provide strategic advice and analysis on matters of intergovernmental relations and community liaison; Work to enhance inter-sectoral collaboration and play a key role in the advancement of the Department of Basic Education’s priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, Provincial Education Departments and statutory bodies; Lead the development of the Department of Basic Education’s overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education; Promote intergovernmental co-operation and community liaison through approved protocols; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the management of the HEDCOM Sub-Committee on Communications; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, videography and internal-communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education’s priorities; Lead the development of the Department of Basic Education’s overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter; Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail
signatures, electronic and static notice boards, e-mail broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

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

**NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 32/04** : DIRECTOR (REF NO: DBE/04/08/2018)
Branch: Finance and Administration
Directorate: Logistical Services

**SALARY** : All-Inclusive remuneration package of R948 174 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor’s degree or an undergraduate qualification (NQF level 7) as recognised by SAQA; Extensive appropriate experience and background in budgets, procurement/supply chain management, bid administration and office services, including the management of transport services, government transport services. Five years’ experience at Middle/senior management level is required; Knowledge of the PFMA, Treasury Regulations, PPPFA, and PPPF Regulations is a minimum requirement; Practical experience in LOGIS and BAS is a definite advantage. High level strategic planning and development capability is also a requirement.

**DUTIES** : The successful candidate will: Manage procurement services and provision of quality goods and equipment and ensure that all records are kept according to prescripts; Manage an effective and efficient tendering service on all tenders in the Department and to render a contract administration service for the Department; Provide strategic management of the directorate; Oversee an effective administration support and telecommunication service to the Department; Manage transport service, registry and messenger service to the Department; Ensure compliance with applicable legislation and Manage staff of the Directorate.

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

**NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 32/05** : DIRECTOR (REF NO: DBE/05/08/2018)
Branch: Planning and Delivery Oversight Unit
Directorate: School-Level Planning, Monitoring Development and Support

**SALARY** : All-Inclusive remuneration package of R948 174 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant Bachelor’s degree or an undergraduate qualification (NQF level 7) as recognised by SAQA; (a relevant postgraduate degree will be an added advantage) Five years’ experience at middle/senior managerial level is required. Five years’ experience in management and leadership at school level is a pre-requisite and provincial or district level experience an additional advantage ; Knowledge and understanding of leadership
and management requirements in schools including curriculum, extra-curricular; human resources and stakeholder management; First-level data analysis capacity; Good organisational, liaison, administrative and co-ordination skills; Good interpersonal and stakeholder liaison skills; Experience in research or formulation of research questions would be a distinct advantage. Good report writing capacity including the writing of analytical reports; Ability to communicate in at least three official languages two of which are indigenous African languages. Proven capacity to work under pressure.

**DUTIES**

The successful candidate will be responsible for: Managing and providing strategic leadership to the School-level Planning, Monitoring Development and Support Directorate. Identifying conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincially based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Establish and maintain a database of specialists to be used to support struggling circuits and schools; Develop and manage processes, systems and programmes to minimise impact of community based challenges on learning and teaching; Lead and guide the Management and Support of Underperforming Schools in terms of SASA; Facilitate sharing of best practice; and establish and maintain an interactive web-platform for school managers to share best practice and learn from each other.

**ENQUIRIES**

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

**NOTE**

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**OTHER POST**

**POST 32/06**

CHIEF ENGINEER (CIVIL/STRUCTURAL) (REF NO: DBE/06/08/2018)

Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

**SALARY**

All-Inclusive remuneration package of R991 281 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s degree or equivalent qualification in Engineering. Registered as a Professional Engineer. 6 years post qualification experience and 5 years’ experience at a supervisory level is required. An understanding of the relevant legislation and prescripts and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organise and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver’s license will be a prerequisite for this post.

**DUTIES**

To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Manage processes relating to the management of infrastructure in the sector. Monitoring of matters relating to planning, design, procurement, construction, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Lead the sector processes relating to the implementation of the performance based incentive system. Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy and provide guidance for the preparation of maintenance plans and disaster management plans. Participate in the procurement of Professional Service Providers
and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.

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

POST 32/07 : CHIEF QUANTITY SURVEYOR (REF NO: DBE/07/08/2018)
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

SALARY : All-Inclusive remuneration package of R854 154 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in quantity surveying or relevant qualification. Registration as a Professional Quantity Surveyor. 6 years Quantity Surveying post qualification experience is required. At least 5 years relevant experience at a supervisory level. An understanding of the relevant legislation and prescriptions and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies: excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organize and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver’s license will be a prerequisite for this post.

DUTIES : To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Participate in the procurement of professional service providers and contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the infrastructure unit; Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Prepare and submit progress reports [financial and non-financial], Monitor that infrastructure projects are planned within available funds. Monitor application of cost norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.
ANNEXURE B

CENTRE FOR PUBLIC SERVICE AND INNOVATION

It is the intention to promote representivity in the CPSI through the filling of this position. The applications from designated groups and people with disabilities will receive preference.

APPLICATIONS: quoting reference number must be addressed to Mr Malesela Matjeke. Applications must be delivered to the Centre for Public Service Innovation, Corporate 66 Office Park, Corner Lenchen & on Willich Avenue, Block A, Ground Floor, Die Hoewes, Centurion, 0157 or posted to Postnet Highveld Suite 404, Private Bag X111, Centurion, 0046.

CLOSING DATE: 24 August 2018 at 16:30 (Faxed and emailed applications will not be considered).

NOTE: Applications must be submitted on form Z.83 accompanied by copies of all qualification(s) referred to within the CV and a copy of the candidate’s Identity Document (certified in the past 06 months). A comprehensive CV should be attached, including three reference persons with the following information: name, contact numbers and an 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. Proof of citizenship should be submitted if not a South African citizen. Correspondence will only be conducted with short-listed candidates. If you have not been contacted within three (3) months of the closing date of this advertisement, please consider your application as being unsuccessful. The successful candidate will have to sign an annual performance agreement. Applicants must note that background checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security vetting, verification of qualifications and the checking for criminal records.

OTHER POST

POST 32/08: DEPUTY DIRECTOR: DEVELOPMENT REF NO: CPSI/2018/0003

SALARY: R697 011 per annum - Level 11. Annual progression up to a maximum salary of R821 052 per annum is possible, subject to satisfactory performance.

CENTRE: Centurion

REQUIREMENTS: Relevant recognised B. Degree Postgraduate qualification with a research focus will be an added advantage; At least 8 years of experience in an innovation, research or development-related environment of which 3-5 years in a lower middle management level or similar in a research or academic environment. Sound understanding of the National System of Innovation, Knowledge Management, Research Methodology and national developmental priorities; Strong project management experience. Experience in agile software development / coding will be an advantage. Knowledge of Public Service-related Legislation and Policy Frameworks will be an advantage. Knowledge of innovation-related processes, practices and methodologies, such as design thinking

Strong analytical skills. Strong report writing, verbal and written communication skills. Willingness to travel and work after hours. Personal Profile: Analytical, strategic thinking; Innovative and creative Proactive; Ability to communicate with external and internal partners; Team player; Independent worker.

DUTIES: Lead the identification of service delivery challenges and potential innovative solutions. Lead the development of new solutions in partnership with service delivery departments, other entities within the National System of Innovation and other role players. Responsible for the development of relevant tools, models, platforms and systems in support of the CPSI’s R&D Agenda. Establish and maintain strategic partnerships, in particular with entities in the National System of Innovation Support the development of the CPSI’s R&D Agenda.

ENQUIRIES: Mr Matjeke Tel No: 012 683 2813

NOTE: This exciting position is based in the Research and Development Component of the Centre for Public Service Innovation and will support the initiatives of the CPSI to find innovative solutions for service delivery challenges. The successful candidate will work closely with other entities within the National System of Innovation to identify or co-create new solutions for persistent service delivery challenges in a variety of sectors.
CIVILIAN SECRETARIAT FOR POLICE

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

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

CLOSING DATE: 24 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. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POSTS

POST 32/09: ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMME

SALARY: R444 693 per annum

CENTRE: Pretoria


DUTIES: Provide support in the identification of relevant initiatives to promote crime prevention. Engage with stakeholders and communities to identify community safety constraints in various target groups, develop community safety programmes according to identified community safety constraints. Provide support on the development of plans to implement community safety programs in identified communities. Develop and review community outreach programmes. Research comparative community outreach partnership policing theories for best practice on implemented outreach programmes, measure impact of implemented outreach programmes and recommend improved initiatives. Engage in dialogues and other avenues to source inputs, coordinate and align community outreach programmes for implementation in various target groups to ensure synergy Manage and update database of relevant stakeholders and implemented programmes. Provide support on the facilitation of public participation
engagements. Provide logistic support in preparation of public participation engagements and assist with the co-ordination of national and provincial events. Assist with the implementation, follow ups and compiling draft reports with recommendations for implemented public participation engagement plans. Write and present reports with recommendations on the community outreach engagements, assist in the research and analysis of performance of unit functions against plan. Provide support on the reporting for budget and resources. Develop and implement directorate resource monitoring tool, provide support on monthly compilation of expenditure budget reporting of costs on activities and assist in the development of sub-directorate budget tool.

ENQUIRIES : Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500

POST 32/10 : ASSISTANT DIRECTOR: INTERGOVERNMENTAL PARTNERSHIPS

SALARY : R444 693 per annum
CENTRE : Pretoria

DUTIES : Facilitate in managing the implementation of crime prevention initiatives, provide support on the development of guidelines to clarify and inform community empowerment initiatives. Write reports on Intergovernmental Partnerships crime prevention, participate in the development plan to evaluate intergovernmental partnerships crimes initiatives. Facilitate in the identification of relevant initiatives to support crime prevention. Facilitate and engage in the development of monitoring and evaluation guide, provide inputs on conducting needs analysis by means of appropriate tools and manage the intergovernmental Partnerships stakeholder engagement. Identify intergovernmental Partnerships initiatives for the Sub-Directorate. Coordinate the development of intergovernmental cooperation annual business Plan. Conduct researched input on the development of sub-directorate annual plan, facilitate in research and analysis of performance of unit functions against plan. Support the development and presentation of progress reports, facilitate the development budget of the sub-directorate annual plan and quarterly programmes.

ENQUIRIES : Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500

POST 32/11 : SENIOR ADMINISTRATION OFFICER

SALARY : R299 709 per annum
CENTRE : Pretoria

DUTIES : Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Head of Department. Coordinate travel arrangements, schedule and manage appointments. Coordinate and administer leave register and telephone accounts for the Office of the Head of Department. Prepare briefing notes for the Head of Department, safekeeping of all documentation. Provide logistical support services, process and submit subsistence and travel claims. Handle queries from internal and external clients. Manage the budget of the office of the Head...
of Department, monitor expenditure and alert the Head of Department of possible over and under spending, keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the funds.

ENQUIRIES : Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500
ANNEXURE D

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: 24 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 POSTS

POST 32/12: DEPUTY DIRECTOR: CLUSTER COORDINATION (JUSTICE, CRIME PREVENTION AND SECURITY CLUSTER) REF NO: 3/1/5/1-18/15

Directorate: Cluster Support

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

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in a possession of National Diploma (NQF 6) or Degree (NQF 7) in Communications, Public Relations, Political Science or Journalism. Experience: at least four (4) years relevant experience, of which two (2) years should be at salary level nine (9) or (ten) 10, with considerable experience in Government communications, stakeholder management, coordination and liaison experience. Skills: analytical, decision making, results orientation with solid process improvement, strong prioritisation abilities, good interpersonal, strong communication strategizing and project management, excellent written and verbal communication skills. Ability to meet deadlines, including ability to interface with all levels within Government. Ability to keep ahead of all developments within Government and outside. Ability to display teamwork, integrity, leadership and innovative thinking. Good understanding of Government policies and priorities. Computer literacy and a valid driver’s licence. Understanding of strategic communications and project management. Knowledge and understanding of the South African media landscape and operations. Willingness to work extra hours especially over weekends. The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime and travel as and when required.

DUTIES: The successful incumbent will be required to develop communication strategies for Clusters, campaigns / projects and departments. Manage GCIS communication
coordination structures (e.g. Communication clusters, Communication Task Teams, Ministerial liaison officer’s forum and pre-cabinet meetings). Develop key messages, fact sheets and other content development tasks. Participate in / lead content hub and operations rooms. Manage and improve the functionality of cluster communication forums. Manage communication with stakeholders. Draft weekly/monthly/quarterly cluster reports. Manage projects and calendar of strategic activities for the Cluster. Manage the continuous auditing of the communications structures within the system.

ENQUIRIES
NOTE: Shortlisted will be expected to undertake a written assessment. Preference will be given to African Male/Female and Coloured Male/Female.

POST 32/13: WRITER REF NO: 3/1/5/1-18/25
Directorate: Vukúzenzele

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

REQUIREMENTS:
Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent qualification in Journalism and a minimum three (3) years proven experience, of which one (1) year should be at salary level seven (7) or eight (8) and record of writing for print and online platforms. The candidate must have technical knowledge and experience of the process of news gathering and writing. Thorough, broad and up-to-date knowledge of the news publishing environment. Journalism experience in print, digital and online media, with broadcast experience as an optional advantage. Ability to do minimal sub-editing of own copy and other colleagues’ copy. Ability to write analysis and feature articles as well as news for Vuk’uzenzele Newspaper and Public Sector Manager (PSM) Magazine on a monthly basis. Ability to solicit content and liaise with various information providers of all levels. Ability to source and write well-researched articles in a fast-paced environment. Ability to come up with own story ideas and contribute to the news diaries for the two publications. Ability to work on and use social media platforms such as Twitter, Facebook etc. Ability to translate government policy and outlook into articles that will be relevant to the roles played by Public Sector managers in implementing government programmes. Ability to select stories of local, national and international relevance for Vuk’uzenzele and PSM Magazine. Ability to write copy for the Web. The ideal candidate should be able to work under pressure and respect set deadlines. Excellent command of the English language, grammar and construction and understanding the requirements of effective writing is essential. Excellent interpersonal, communication and interviewing skills. Willingness to work irregular hours, on weekends and public holidays. Willingness to travel. A valid driver’s license is essential.

DUTIES:
The successful candidate will be responsible for professional writing for Vuk’uzenzele and Public Sector Manager magazine (both print and electronic formats). Ensure that written articles meet the needs of targeted audiences and deadlines of publications. Contribute towards generation of story ideas for content plans across the business unit. Writing comprehensive news articles and features on government programmes and policies. Source and gather newsworthy articles for Vuk’uzenzele and Public Sector Manager magazine. Actively participate in the editorial meetings and meet with other writers regularly to discuss leads, angles and compare notes about the stories. Keep the social media pages up to date. Liaise regularly with editors.

ENQUIRIES
NOTE: Shortlisted will be expected to undertake a written assessment. Preference will be given to Coloured Male/Female, Indian Male/Female and White Male/Female.
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

CLOSING DATE: 27 August 2018 before 12H00 No late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) 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

POST 32/14 : SENIOR BUSINESS INTELLIGENCE DEVELOPER (REF NO: SBID/ICT/2018/08-1P)
The purpose of the post is to provide support by extracting, loading and transforming (ETL) application data for relational databases by transforming business requirements into optimal system implementations.

SALARY : R697 011 per annum (all-inclusive package)

CENTRE : Pretoria Office

REQUIREMENTS : A three year National Diploma or Degree in BSc (Computer Science); B Com (Information systems) or similar professional qualification (at least 360 credits) coupled with 6 years working experience in the Applications Services field of which 3 years was in a managerial role. Experience in the Management of Application Development life cycle will be an advantage. Subsequent Business Analysis, Programming, System Analysis, Object-Oriented Design (ODD) Software Debugging qualifications will be an advantage. Knowledge of Data Warehousing; Data Warehouse Design methodologies...

**DUTIES**

The successful candidate will be responsible for the following functions and include, but not limited to: Implement Application Development, Support, Maintenance and Adaptation of new Applications Technical Design: Designing technical architecture, configuring all components of the Data warehouse. Design ETL Scenarios and Procedures. Implementing the metadata layers and generating reports and dashboards. Design Technical OBIEE Report Specifications. Design technical Dashboards and navigation links. Participate in Technical/Functional Requirements meetings. Ensure all assigned designs fit into the overall architecture/design of Oracle BI solutions. Maintain data models continuously as modifications and enhancements are made. Create and Design data modelling for data marts or for specific subject area as per BRS. Design logic and physical Star Schema. Meet or exceed internal and external (customer) expectations based on delivery. Implement development objectives by analysing user requirements; envisioning system features and functionality. Complete application development by coordinating requirements, schedules, and activities. Enhance the quality of applications by improving the design or tuning for performance. Participate in the Code Review process and action the outcomes of the code review. Deliver code timeously to the test environment. Support, troubleshoot and resolve development and production problems across multiple environments and operating platforms. Supports users by developing documentation and assistance tools. Ensures operation by training internal client personnel; providing support. Document, review and execute all requirements for releasing of code. Manage the provision of Application Management services to the organization: Ensure task activities are managed daily with estimates and deadlines. Plan delivery commitment such that deliverables does not unnecessarily move between releases. Ensure no delays accrue due to misunderstanding of requirements. Ensure quality control over output by ensuring policies and procedures are followed. Share technical assistance, guidance and advise within the team. Manage potential Application Management risks: Identify production problems (network, application, database, connectivity, performance problems) with proposed solutions with follow up of execution of approach. Check that all Applications Management Audit Report queries are addressed to eliminate or mitigate the associated risks. Raise risks with management early. Plan capacity requirements: Assess IT infrastructure requirements so that Application Management processes and procedures run smoothly. Plan execution of own work (estimate duration for new/existing requirements – project plan with dependencies). Facilitate business partnering: Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Provide Application Management support and advice to the Design COE with regard to relevant applications
solutions to problems raised by managers. Contribute to Client meetings, demonstrating Application Management capability when required.

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

**FOR ATTENTION**
Ms Thenjiwe Gasa – Recruitment

**NOTE**
One Senior Business Intelligence Developer– ICT position is currently available at the Government Pensions Administration Agency: ICT Division. This position will be filled as a permanent position. Employment Equity target for the post is African, Indian or Coloured males or females or people with disabilities. Candidates of the specified groups are encouraged to apply.

**POST 32/15**
ASSISTANT MANAGER: PERFORMANCE AUDIT (REF NO: ASM/PA/2018/08-PRA)

**SALARY**
R356 289 per annum (basic salary) Level 09

**CENTRE**
Pretoria Office

**REQUIREMENTS**

**DUTIES**
The successful incumbent of this position will be responsible for Performance Audit which includes the following, but not limited to: Planning: Performance audit: Assist with coordinating the Performance Audit plan. Conduct preliminary survey for each project. Develop system description and risk control matrix for each project. Develop audit criteria and programme. Execute performance audit projects: Execute and finalise the performance audit projects allocated on TeamMate and usage of ACL according to the agreed deadlines and quality standards. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the economy, efficiency and effectiveness of controls and operations. Follow up action plans as they become due. Reporting: Issue a draft report for each performance audit project. Assist with achieving the resolution of problems identified. Conduct continuous monitoring and evaluation of the progress against the approved Performance Audit plan. Assist with analysis and contribute to recommendations made to improve policies, procedures, processes, measurements and expenditure. Keep abreast of global trends, new developments in the Performance Audit environment and emerging technologies. Issue follow up reports as actions plans become due. Update the findings register. Compliance: Comply with the SPPIA Contribute to the quality of Performance Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

**ENQUIRIES**
Ms Felicia Mahlaba
Tel No: 012 319 1455

**FOR ATTENTION**
Ms Felicia Mahlaba – Recruitment

**NOTE**
One Assistant Manager: Performance Audit position is currently available at the Government Pensions Administration Agency. To provide Performance Audit service for GPAA. This position will be filled as a permanent position. Employment Equity target for the post is Coloured or Indian males/females, or White females or people with disabilities. Candidates of the specified groups are encouraged to apply.
ASSISTANT MANAGER - SYSTEM ADMINISTRATION (REF NO: ASD/SA/2018/08-1P)

The purpose of the post is to manage and maintain the functionality of all ICT systems and their deployment.

SALARY: R356 289 per annum (basic salary)
CENTRE: Pretoria Office

REQUIREMENTS:
A three year National Diploma/Degree in Information Technology or similar professional qualification (at least 360 credits) coupled with 4 years working experience in the ICT system Administration field of which 2 years was in a supervisory role/Managerial role. ITIL courses will be an added advantage. Experience in Identity- and Access Management will be an advantage. The manager will be required to work outside normal working hours to attend to GPAA Calendar items to attend to pensioner increases, annual actuarial activities and migration events. The manager will be required to work outside normal working hours to support employees working overtime and attending to GPAA client relationship management activities. Knowledge of system administration, user- and access management. Knowledge of system administration systems and utilities. Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. High level of communication skills. Initiative. Project management skills. Emotional intelligence. Strategic decision making. Integrity. Leadership. Collaboration. Ability to see the big picture. Delegation. Customer service orientation. Demonstrable commitment.

DUTIES:
The successful candidate will be responsible for the following functions and include, but not limited to: Manage System Administration Activities: Plan, organize, control and evaluate the operations of information systems in respect of system- and access administration. Develop and implement policies and procedures for deployed system- and access administration functionality. Manage information systems contractors and service level agreements supplying system- and access management products and services. Planning and coordination of hardware and software installation and upgrades required in the identity- and access management areas. Manage the implementation of identity- and access management products and components. Plan and manage personnel equipment requirements. Manage service desk for external users. Allocate and manage workload for service desk. Management of system- and application profiles and roles with process owners. Manage operation of System Administration: Assist system administrators with day-to-day activities and escalations. Built and maintain positive internal and external client relationships. Process service requests within the agreed SLA's. Compliance to standard operating procedures and policies as deployed in the system administration environment. Maintenance of system profiles and –roles. Maintenance of user ID's (creation, maintenance and deactivation). Facilitate requests for access to external institutions and applications. Outside normal business hours support to end users. Outside normal business hours support required for release management activities. User assistance. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Unit Management: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues.
identified. Implement controls within the section which minimize potential risk to stakeholders.

ENQUIRIES: Ms Thenjiwe Gasa Tel No: 012 319 1304
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
NOTE: One Assistant Manager – System Administration position is currently available at the Government Pensions Administration Agency: Business Enablement Division. This position will be filled as a permanent position. Employment Equity target for the post is African, Indian or Coloured males or females or people with disabilities. Candidates of the specified groups are encouraged to apply.
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: 27 August 2018 @ 12:00 Mid-day

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

OTHER POST

POST 32/17: ASSISTANT DIRECTOR: ACCOUNTS MANAGEMENT REF NO: NDOH 54/2018

SALARY: R356 289 per annum (plus competitive benefits)


REQUIREMENTS: A three-year Degree/National Diploma or equivalent qualification in Accounting/Auditing. At least six (6) years' financial experience in government environment of which three (3) years should be on supervisory level. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Delegations, Division of Revenue Act (DORA), Appropriation Act/Bill, Departmental policies and procedures. Knowledge of Logis, Persal, BAS and Vulindlela. Good communication (written and verbal), computer packages, management and analytical skills. Ability to work under pressure. A valid driver’s licence.


ENQUIRIES: Ms SW Pretorius Tel No: (012) 395 – 8868

NOTE: Indian, White and Coloured applicants are encouraged to apply.
OTHER POSTS

POST 32/18 : CAMPUS MANAGER REF NO: MTVET 20/2018
(Permanent)
This post is being re-advertised, candidates who had previously applied are welcome to re-apply.

SALARY : R482 706 (Post Level 05) per annum plus applicable service benefits
CENTRE : Estcourt Campus
REQUIREMENTS : A recognized Bachelor’s Degree or equivalent qualification which must include a recognized qualification in education. A minimum of 7 years’ relevant experience within the TVET College Sector, 2 years of which must be at supervisory or managerial level. A valid driver’s license unendorsed and Computer literacy. Good communication (verbal and written), interpersonal, decision-making and problem-solving skills. A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, Labour relations, and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills.

DUTIES : Provide strategic leadership and management within the campus; Ensure co-ordination and alignment of the campus activities with the vision of the college and monitor the performance of the campus against college targets; Oversee the campus administration, HR functions, Finance including budget, supply chain management, maintain a regular updated asset register of the campus and manage NSFAS at the campus level; Ensure that a labour friendly environment exists; Manage leave as well as performance of the staff at the campus by guiding, supporting and developing the staff; Manage curriculum and programmes offered at the campus including where possible learnerships, partnership projects and skills programme; Assist with financial planning and control of the campus programmes to support students who are under performing; and perform all other relevant functions for the improvement of the College as directed by Senior Management.

ENQUIRIES : HR Unit at (036) 631 0360
APPLICATIONS : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370
NOTE : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 24 August 2018 at 12:00

POST 32/19 : PROJECT MANAGER (CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT) REF NO: MTVET 21/2018
Three-year Contract (Council appointment)

SALARY : R356 289 (Level 09) per annum plus 37% in lieu of service benefits
CENTRE : Central Office
REQUIREMENTS : A recognized appropriate Bachelor’s Degree/National Diploma (NQF Level 6/7) or equivalent qualification specializing in construction or related field; At least three (3) years in managing construction projects; A postgraduate qualification will be an added advantage; A driver’s license is a prerequisite; An individual with a conceptual
understanding of the rules and standards governing project administration and management; and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements; Risk management experience in project management; Good communication, written and verbal skills; Proficiency in analyzing and solving problems related to projects; Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan; Strong ability to give attention to details as well as tested organizational skills; Strong knowledge and expertise in using modern information and communication technologies to projects; Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.); and knowledge of procurement processes.

**DUTIES**

The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects; Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department); Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met; Meet the project owner, ensure that appropriate specification are set, or meet a higher standard; Update information on the project management tools; Make arrangement for the completion based on specifications of the project owner; Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise; and Plan, commence, execute. Supervise and round-up assigned projects.

**ENQUIRIES**

HR Unit at (036) 631 0360

**APPLICATIONS**

Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370

**NOTE**

Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

**CLOSING DATE**

24 August 2018 at 12:00

**POST 32/20**

**EDUCATION SPECIALIST NC (V) ERD AND CIVIL ENGINEERING, REF NO: 2018/040**

**SALARY**

R328 953 per annum plus benefits as applicable in the Public Service

**CENTRE**

Esikhawini Campus

**REQUIREMENTS**

A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or Matric/Grade 12 or relevant NQF L4 qualification. 3 years’ trade related industry experience post trade. Very good knowledge of subject area and work-related applications. Very good knowledge of subject area and work related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Advantageous: Registered Assessor/Moderator. 3 years’ teaching/training and/or 5 years’ industry experience.

**DUTIES**

Teaching and Learning: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Submission and verification of all student data. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagements and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking examinations. Moderation and evaluation of completed
assessments and projects. Ensure that work is set and assessed consistently, in line with OBE principles and the College Assessment Policy and complete all related administrative records or reports. Lead and/or co-ordinate subject-related assessment and moderation committees. Verify that assessment records of student progress and performance are submitted and accurately done. Manage WBE placement of students.

Subject Development: Set subject-related standards and maintain up-to-date knowledge of industry trends in subject area. Participate in INSET/WBE programme and contribute subject-specific teaching enhancements. Revise instructional material and advise on new content based on current industry trends, including mentoring junior colleagues in new content requirements. Represent the area of responsibility at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Programme Delivery: Coordinate registers of all textbook/tool allocations and check returned textbook/tools. Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Compile and submit annual and term estimates of material needs (including consumables) for the area of responsibility. Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance in own subjects. Student Guidance and Support: Devise academic support programmes for subject area if needed. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Liaison Officer as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in the cases of misbehaviour or learning disruption.

Performance Management: Meet deadlines relating to Supervisees’ IQMS. Meet deadlines relating to Supervisees’ quarterly performance reviews. Meet deadlines relating to Supervisees’ annual performance assessments. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Growth Plans of Supervisees are implemented within the agreed timeframe. Ensure that Key Result Area (KRA’s) of Supervisees are aligned to the Department’s and College’s Strategic plan, Annual Performance Plan (APP) and Operational plan. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department/College.

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

ENQUIRIES : Mrs. T Dube, Tel No: (035) 902 9686
APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
NOTE : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate or equivalent qualification must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not
been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 30 August 2018 at 16:00

POST 32/21 : PROJECT COORDINATOR REF NO: 2018/047

SALARY : R242 475 per annum (Level 07) (College appointment, Centre of Specialisation (CoS) Project)

CENTRE : Central Office


DUTIES : Project Delivery: Participate with project team and coordinate the project tasks assigned. Implement the agreed action plan to the agreed standards and deadlines. Regular liaison with the relevant project management team on all project-related matters. Ensuring the effective preparation and delivery of all project events and meetings. Maintain up-to-date knowledge of industry trends in subject area. Monitor the work, report on the progress and submit the final results of the project. Project Administration: Participate in regular study unit meetings. Inform colleagues of all matters pertaining to student performance. Record all stages of project and compile reports. Report and/or facilitate the maintenance of equipment and/or workshops. Registration, assessment and other data entry requirements meet project milestones. Participate in scheduled CoS meetings, informing colleagues of all matters pertaining the CoS project. Project Planning and Budgeting: Participate in DHET/Centre of Specialisation courses and contribute to subject specific teaching enhancements. Make recommendations for improvement if any shortcomings are identified that may have a negative impact on the project. Represent the subject area at “open days” and other promotional events. Render support services to review and renew accreditation status. Project Financial Management: Maintain up-to-date records of the projects' finances within the approved budget. Prepare the support documentation for claims. Submit claims to relevant officials. Stakeholder Engagement: Facilitate the stakeholder engagement process. Serve on relevant stakeholders’ forums. Provide feedback to stakeholder groups. Render support services to all stakeholders and ensure that the College complies with occupational programmes requirements. Visit employers to maintain and enhance student placement and to ensure that they comply with quality assure requirements. Liaise with the relevant ETQA’s. Attend scheduled trainings and workshops to keep abreast with the changes. Prepare for site visits and verification by QCTO. Maintain up-to-date knowledge of industry trends in subject area. Social Development: Attend community meetings with other units’ representatives. Foster community partnership.

ENQUIRIES : Miss S Makhoba, Tel No: (035) 902 9557

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

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

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

**POST 32/22**: TRAINING OFFICER: FITTER: TECHNICAL TRAINING CENTRE, REF NO: 2018/041

**SALARY**: R198 774 – R441 369 per annum. (College appointment)

**CENTRE**: Richtek Technical Training Centre

**REQUIREMENTS**: A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or Matric/Grade 12 or relevant NQF L4 qualification. 3 years’ trade related industry experience post trade. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving skills. Good supervisory skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer proficiency in MS Office Suite. Candidates may be subjected to a skills test, where applicable. Advantageous: Assessor/Moderator qualifications. Relevant training-related experience, National N Diploma or equivalent recognised qualification in the relevant field and valid driver's license.

**DUTIES**: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and Post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on occupational related career and qualification options and typical working
ENQUIRIES: Miss ST Makhoba, Tel No: (035) 902 9557
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

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

CLOSING DATE: 30 August 2018 at 16:00

(College appointment. Fixed term contract for 6 months)

SALARY: R198 774 – R441 369 per annum
CENTRE: Alton Technical Training Centre
REQUIREMENTS: A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. 3 years’ trade related industry experience post trade. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving skills. Good supervisory skills. Sound people skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer proficiency in MS Office Suite. Candidates may be subjected to a skills test, where applicable. Advantageous: Assessor/Moderator qualifications. Relevant training-related experience, National N Diploma or equivalent recognised qualification in the relevant field and valid driver’s license.

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

ENQUIRIES: Miss ST Makhoba, Tel No: (035) 902 9557
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
NOTE: Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculunm Vitae. Certified copies of all original qualifications (Matric Certificate or equivalent qualification must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE: 30 August 2018 at 16:00
POST 32/24 : REPORT 191 FARMING MANAGEMENT LECTURER REF NO: 2018/043

SALARY : R198 774 per annum plus benefits as applicable in the Public Service

CENTRE : Eshowe Campus


DUTIES : Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects. Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports. Participate in subject related assessment and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and term estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on subject related career options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES : Mr. K Mgosi Tel No: 035 902 9683

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

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

CLOSING DATE: 30 August 2018 at 16:00

POST 32/25: HUMAN RESOURCE MANAGEMENT LECTURER REF NO: 2018/032 (Re-Advertisement)

SALARY: R198 774 per annum (PL1) plus benefits as applicable in the Public Service (College Appointment. Fixed term contract ending 31 May 2020)

CENTRE: Bambanani Campus

REQUIREMENTS: Recognised three-year Diploma/Degree in HRM/Industrial Relations or Industrial Psychology. Very good knowledge of subject area and work-related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Advantageous: Assessor/Moderator accredited. Three years teaching/training/industry-related experience. Valid driver’s license.

DUTIES: Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects. Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports. Participate in subject related assessment and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and term estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on subject related career options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES: Mrs NNF Khanyile Tel No: (035) 902 9532

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

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

CLOSING DATE : 30 August 2018 at 16:00

POST 32/26 : HUMAN RESOURCES CLERK PRODUCTION, REF NO: 2018/045

SALARY : R163 563 per annum (Level 05) plus benefits applicable to the Public Sector
CENTRE : Central Office
REQUIREMENTS : Grade 12 certificate or equivalent qualification. No experience. Must have knowledge of all human resource management & administration and registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in human resource environment and registry.

DUTIES : Implement Human Resource Administration Practices: Recruitment and selection (advertisements, sifting, shortlistings, interviews, appointments, transfers, promotions, verification of qualifications and other security vetting, Secretariat functions at shortlisting, interviews, absorptions, probationary periods e.g.). Implement and maintain conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR, etc.). Administer Record Management. Administer Performance management. Administer the process of termination of service. Address Human Resource Administration Enquiries.

ENQUIRIES : Mrs. NNF Khanyile, Tel No: (035) 902 9532
APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

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

CLOSING DATE: 30 August 2018 at 16:00

POST 32/27: ARTISAN DEVELOPMENT ADMINISTRATIVE CLERK REF NO: 2018/046

SALARY: R163 563 per annum (Level 05) plus benefits applicable to the Public Service. (College appointment.)

CENTRE: Central Office

REQUIREMENTS: A Grade 12 NCV L4 or equivalent qualification with a three-year diploma/degree as an added advantage. A minimum of one-year experience. Knowledge of: QCTO, NAMB and SETA accreditation requirements; monitoring and evaluation systems, particularly IT-based; operational and delivery mandates with respect to technical and vocational education and training institutions. Proven computer literacy, including MSWord, MExcel and MSPowerPoint. Proven administrative skills and a track record in the preparation of documents, presentations, reports and databases. Proven office administration skills relating to record keeping. Good organisational skills with a demonstrable ability to prioritise workload and work methodology efficiently and accurately to meet deadlines and manage conflicting priorities. Good communication skills, verbal and written. Advantageous: Project Management Qualification. Valid driver’s license.

DUTIES: Office Administration: Receive and refer calls. Relay messages to the relevant persons. Render support services. Provide electronic and other communication channels for project stakeholders. Establish and maintain record and documentation keeping system. Render administrative support services to the unit. Data Capturing and Reporting: Perform data capturing duties. Type documents for the unit. Render support services in reporting for meetings. Maintain and update occupational programme databases with student, programme and general information. Provide business information services and technical support to team members in the unit and industry. Generate and summarise requisition and purchasing reports relating to occupational programme delivery. Participate in regular unit meetings, informing colleagues of all matters pertaining to student performance. Project Administration: Render support services to student stipends. Render support services with scheduling of key milestones and critically activity dependencies. Reconcile statistical and progress report. Information: Maintain and create a systematically information storage system in hard copy as well as electronically. Maintain good housekeeping principles. Financial Management: Reconcile up-to-date records of the units finances. Maintain records of units’ financial reports. Stakeholder Engagement: Organise the stakeholder engagement process. Distribute feedback to stakeholder groups. Record and report on review and renew accreditation status. Arrange employers to negotiate student placement and to make sure they comply with quality assure requirements. Maintain a data base of recruited employers for placement of students. Liaise with the SETA registered Moderator and Assessor. Attend trainings and all workshops to keep abreast with the changes. Prepare administrative documents for site visits, verification and accreditation processes.

ENQUIRIES: Mrs NNF Khanyile, Tel No: (035) 902 9532

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

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

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

**POST 32/28** : GENERAL WORKER REF NO: MTVET 25/2018
Permanent (Council appointment)

**SALARY** : R96 549 (Level 02) per annum plus applicable service benefits

**CENTRE** : Central Office

**REQUIREMENTS** : Applicants must be in possession of an Abet certificate or Grade 8 (Ability to read and write); Previous work experience as a General Assistant will be an added advantage; Knowledge of handling chemicals for cleaning; Knowledge of gardening equipment and appliances; Willingness to assist the College to other Campuses when required.

**DUTIES** : Cleaning buildings and maintaining grounds. Provide proper maintenance of sidewalks, driveways, parking lots and other grounds features; Cleaning offices corridors and boardrooms; Cleaning of restrooms; Report broken cleaning machines and equipment; Request cleaning materials; and other general cleaning of offices.

**ENQUIRIES** : HR Unit at (036) 631 0360

**APPLICATIONS** : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370

**NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

**CLOSING DATE** : 24 August 2018 at 12:00
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate’s (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivery to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION: Ms D Kumalo @ (012) 399 0038
CLOSING DATE: 24 August 2018
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON


SALARY: R948 174 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA, with five (5) years’ relevant experience at middle / senior managerial level. Knowledge of the regulatory framework of the Public Service, e.g IPID act, the Public Finance Management Act, the Public Service Regulations, National Treasury regulations, and other relevant prescripts. Knowledge of Government Wide Monitoring and Evaluation Framework and National Development Plan. Knowledge of the Medium Term Strategic Framework. Knowledge of the Framework for Strategic Plan and Annual Performance Plans. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Problem Solving and decision making skills, Innovative and creative thinking, People management and empowerment, Project management at strategic level, Financial management, Communication (verbal and written) skills, Presentation and facilitation skills , People development and empowerment, Client Orientation and customer focus, Result- driven, Honesty and Integrity and Computer literacy. A valid driver’s license and willingness to travel. Applicant must be willing to work irregular hours and under pressure.

DUTIES: Facilitate and coordinate the development of department’s strategic plans and annual performance plans. Ensure alignment between strategic plan, annual performance plan, programme’s operational plans. Facilitate approval and tabling of strategic plans and annual performance plans to Parliament within set timeframes. Advice on the alignment...
of manager’s performance agreements with the strategic plans and annual performance plans. Coordination of quarterly programme performance information reports and ensure submission to the Executive Management Committee (EXCO), Accounting Officer and Executive Authority. Facilitate the submission of department’s performance reports to relevant oversight entities for compliance. Ensure and facilitate compilation and tabling of the department’s annual report. Monitor and evaluate attainment of strategic objectives. Quality assurance of all reports and written instruments. Facilitate and coordinate the development of the Department’s SDIP and monitor implementation thereof. Management and supervision of personnel within the directorate.

ENQUIRIES

: Ms A Mphago Tel No: (012) 399 0025
APPLICATIONS: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

CLOSING DATE: 24 August 2018

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to Public Service Act of 1994.

OTHER POST

POST 32/30: ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION (REF NO: JI 81/2018)
Office of the Chief Executive Officer: Judicial Inspectorate for Correctional Services

SALARY: R356 289 per annum
CENTRE: Pretoria

DUTIES: Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for the Judicial Inspectorate for Correctional Services (JICS). Assist with the review or development of relevant departmental policies pertaining to JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of the JICS plans.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012
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: 24 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 driver’s licence is a requirement, a certified copy must be attached). Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

ERRATUM: Kindly note that the post of Assistant Director: Special Assignments with (Ref No: DMR/18/0030) which was re-advertised on vacancy circular 31 dated 03 August 2018 with a closing date of 17 August 2018, was advertised with a wrong salary level 10 (R444 693); the correct salary level is level 09 (R356 289).

OTHER POSTS

POST 32/31: ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: (DMR/18/0031)

SALARY: R444 693 per annum Level 10

CENTRE: Western Cape Region, Cape Town

REQUIREMENTS: A Bachelor's Degree or National Diploma in Natural Science, a minimum of three (3) years relevant experience and a valid driver’s licence, Plus the following competencies: Knowledge: In-depth knowledge of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) (MPRDA) and the Mining Charter Legislation relating to statutory boards, Mining procedures and Methodology, Environmental Impact process, National Environmental Management Act (NEMA), Planning and Budgeting and knowledge of PFMA, Environmental Management and the functioning of ecological process. Environmental practices, procedures and processes. The environmental policies and impacts caused by mining operations. Management principles & application; Skills: Negotiation and conflict resolution skills, Interpersonal and Management Leadership Skills, Computer literacy, Sound written and verbal communication skills, Ability to work as part of a team as well as independently, Relevant experience in the mining industry and exposure to Environmental management practices will be an advantage. Good research skills. Integration of social, economic, biophysical and cultural-historical impact; Communication: Ability to communicate and interact with persons on various levels; Creativity: Innovative, creative and an assertive approach, ability to analyse problems, recommend innovative corrective actions to exert vision and foresight in dynamics of environmental management.

DUTIES: Evaluate EMP's EIA's and scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Consult with relevant state
departments and assist clients through promotion of administrative justice. Investigate and resolve mining environmental related issues, queries and complaints between the Mining Industry and the Public. Supervise and develop staff.

**ENQUIRIES**  
Ms D Kunene ☎ 021 427 1000

**NOTE**  
Coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 32/32**  
SECURITY RISK OFFICERS REF NO: (DMR/18/0032) (X2 POSTS)

**SALARY**  
R163 563 per annum Level 05

**CENTRE**  
North-West, Rustenburg

**REQUIREMENTS**  
An appropriate Grade 12 or equivalent, Grade C PSIRA Certificate coupled with relevant experience PLUS the following key competencies: Knowledge: Access control procedure, Safety precautions, Security Registers; Skills: Problem solving skills; Communication: Communication skills (verbal and written).

**DUTIES**  
Perform access control. Perform security patrols and escort duties and Operate CCTV equipment's.

**ENQUIRIES**  
Mr MC Mabena ☎ 012 444 3633

**NOTE**  
Coloureds, Indians as well as people with disabilities are encouraged to apply.
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

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

CLOSING DATE: 24 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.

OTHER POST

POST 32/33: SECTOR EXPERT: SAFETY, SECURITY AND INTERNATIONAL RELATIONS REF NO: 071/2018
Outcome: Safety, Security and International Relations

SALARY: R826 053 – R973 047 all-inclusive salary package per annum (Level 12) 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: An appropriate 3-year tertiary qualification (NQF 6) in the area of Public Administration, Safety and Security, International Relations or equivalent with at least 6 years experience of which 3 years should be in Safety, Security and International Relations sector and 3 years at ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should have research capabilities; monitoring & evaluation in the safety, security and international relations sector; Stakeholder engagement & capacity development and
data analysis skills. 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 a 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 possesses the ability to maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be responsible for conducting sector analysis and providing technical support to the Outcomes Facilitator in planning, monitoring and evaluation of the Safety, Security and International Relations sector and related activities. This entails monitoring and assessing sector departments performance in relation to the safety, security and international relations outcome and preparing detailed reports and presentations in this regard; Conducting research and policy analysis focussed on and in support of Outcome 3 & 11 and render support to the Outcomes Facilitator in the execution of his/her duties i.e. represent the department and participate in forums and task teams. Provide support to political principles on sector specific issues, support the budget review processes of the National Treasury and keep track of Presidential and Executive M&E interventions; Review and refine procedures for outcomes monitoring and reporting and provide technical support to the departmental evaluations identified through the National Evaluation Plan; Assessment of sectoral annual performance plans. Interact with the Departments of Safety, Security and International relations and other departments and entities to support government initiatives and report on implementation of and progress with government programmes. Ensuring the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

Ms J Mchunu, Tel No: (012) 312-0462
The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office and residing in the respective Province the post is located. To further the objectivity of representivity within the Organisation, Women, People with Disabilities, Coloureds and Indians are encouraged to apply.

APPLICATIONS: Manager: Human Resources Management, Public Protector South Africa, Public Protector House, 175 Lunnor Road Hillcrest Office Park. Hillcrest, Pretoria or by email to Applications@pprotect.org

CLOSING DATE: 24 August 2018

NOTE: Applications must be accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your covering letter. The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. Applications received after the closing date will NOT be considered or accepted. Interviewed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS). All appointments will be done in terms of the Public Protector Act and a 6 month probation period which may be extended to 12 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position.

MANAGEMENT ECHELON

POST 32/34: SENIOR MANAGER: FINANCIAL MANAGEMENT (REF NO: PPSA 01/08/2018)

SALARY: R948 174 – R1 116 918 per annum (all-inclusive Remuneration Package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: A SAQA recognised B-degree (NQF7) in the field of accounting, finance and auditing. A minimum of 8 years’ relevant experience in which at least (5) years’ experience at middle management. Extensive practical experience in the compilation, analysis and interpretation of financial statements in compliance to GRAP, PFMA, Treasury Regulations and National Treasury Practice Notes. Working with auditors on all aspects of financial statements auditing. Budgeting and payroll management. Knowledge of the Public Service. Computer literacy and working knowledge of Caseware, SAP and MS Packages. Knowledge: Knowledge of government legal framework an leadership, programme and project management, financial management, change management and transformation, knowledge management, service delivery innovation, problem solving skills, excellent knowledge of interpreting concepts into operational activities. In depth knowledge, understanding and application of GRAP, PFMA, Treasury Regulations and National Treasury Practice Notes. Skills: Excellent business communication skills, Networking skills, Report writing skills, Strategic planning, Policy formulation, Excellent Computer literacy, Good Analytical and Interpersonal Skills, Conceptualising and coordination skills, Planning and organizing skills, Excellent presentation and facilitation skills, Excellent negotiation and persuasion skills, Excellent time management skills, Excellent interpersonal skills-Ability to relate at all levels within the organization, Excellent analytical, interpretive and logical thinking, planning and decision making abilities.

DUTIES: Reporting directly to the CFO, the successful candidate will be required to perform the following core functions: Management of the financial reporting process (Interim financial statements and annual financial statements). Participate in all governance structures/committees. Establishing, implementing and monitoring financial management and internal controls to ensure compliance with internal policies, GRAP, prescribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations and National Treasury Practice Notes. Managing the budget of the Public Protector South Africa and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National
Expenditure (AENE) and Estimates of National Expenditure (ENE). Management of all reconciliations. Ensure compliance to income tax laws. Manage the organisational payroll. Monitor revenue classification and reconciliation for the submission to National Treasury. Consolidation of drawings against the budget and ensure correct drawings on a monthly basis. Development and maintenance of financial management policies. Managing and resolving internal and external audit queries. Providing effective leadership, mentorship and management of staff within the Financial Management unit.

ENQUIRIES: Mr S Maredi/Mr T Khunou at Tel No: (012) 366-7146/7111
DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

APPLICATIONS: Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17:00 @ 021 424 8677 should you experience any difficulties with your online application.

CLOSING DATE: 24 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.

OTHER POSTS

POST 32/35: RESTITUTION ADVISOR (REF NO: 3/2/1/2018/240)
Directorate: Operational Management

SALARY: R444 693 per annum (Level 10)
CENTRE: Free State (Bloemfontein)
REQUIREMENTS: BProc or LLB Degree coupled with 3 - 5 years’ working experience in a legal environment as well as admission as an Attorney or Advocate. Experience in litigation and drafting of contracts as well as demonstrate evidence of independent legal research. Post qualification experience in court litigation. Job related knowledge: Understanding of land reform process and in particular land restitution; Constitution, Public Administrative Law, property and related law; Law of contracts; SA law in particular land reform laws; Conveyancing and vetting of documents. Job related skills: Proven supervisory and management; Ability to liaise successfully with a wide range of stakeholders in restitution process; Excellent report writing skills and verbal legal communication; Administrative and organizational; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting skills; Ability to think independently, analytically and innovatively; Ability to compile reports and draft submission; Good problem solving; Mediation and conflict resolution; Computer literacy. A valid driver’s licence. Preparedness to travel and work irregular hours under tremendous pressure.

Sign agreements for both parties. Issue instructions to conveyors. Monitor the transfer regularly on a weekly basis and do inspection in loco. Issue instructions to the state attorney for transfer and payment of the balance. Issue instructions to state attorney inclusive of Section 42D. Request clearance rates from municipalities. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipalities. Monitor the transfer process until the end and inform the claimants.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building, 2nd Floor, Bloemfontein, 9301.

**NOTE**

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

**POST 32/36**

**PROJECT COORDINATOR: PROPERTY HOLDINGS (REF NO: 3/2/1/2018/241)**

Directorate: Property Management

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

North West (Ngaka-Modiri Molema District)

**REQUIREMENTS**

Bachelor’s Degree/National Diploma Real Estate/Property Management or Bachelor’s Degree in Law or equivalent qualification. 3-5 years managerial experience in property management field or environment. Job related knowledge: Public Service Regulations; Public Finance Management Act (PFMA) and Project management. Job related skills: Planning and organizing; Training and development; Analytical and research; Report writing; Presentation and facilitation; Computer literacy. An initiative, self-driven individual, willingness to travel and work irregular hours. A valid driver’s license.

**DUTIES**

Manage and maintain immovable asset register and records. Manage vesting in terms of item 28(1). Manage investigations on state land use and maintenance. Manage state land periodic verification. Facilitate surveying of immovable assets. Facilitate the process of identifying assets for disposal and transfer of state land.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

**NOTE**

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

**POST 32/37**

**ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: 3/2/1/2018/242)**

Directorate: Programme Management Support

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

Bachelor Degree or National Diploma in Administration/Public Administration/Public Management or equivalent qualification. 3 - 5 years experience in administration environment. Job related knowledge: Supply chain management processes; Government systems and structures; Public Service Regulation; Treasury Regulation; Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act (PPPFA); Departmental transversal systems (BAS, PERSAL, LOGIS) Job related skills: Planning and organising; Analytical; Document management, office and financial management; Interpersonal relations; Computer literacy; Resource planning; Problem solving and decision making; Time management; Communication. A valid driver’s licence. Willing to travel and work irregular hours. Ability to work under pressure.

**DUTIES**


**APPLICATIONS**

Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
**POST 32/38**

**SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/243) (X2 POSTS)**

Directorate: Strategic Land Acquisition

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Free State (Lejweleputswa/Fezile Dabi District)

**REQUIREMENTS**

Bachelor’s Degree/National Diploma in Agricultural Studies. 2 years’ relevant experience in Agriculture or Rural Development project management. Job related knowledge: Departmental policies, prescripts and practices pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalisation and Development Programme (RADP); Land Reform policies and other related legislation; Understanding of various commodities e.g. livestock crop, grain, game, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of Government Development Policies e.g. National Development Plan, National Growth Path; Corporate Governance. Job related skills: Report writing; Computer literacy; Project and conflict management; Negotiation; Communication; Agricultural development; Analytical; Stakeholder mobilization. A valid driver’s licence (code 08). Willingness to travel and work irregular hours.

**DUTIES**

Identify potential development projects. Identify existing departmental projects requiring development support and ensure a priority list/motivation for each of these. Analyse and access development implementation and business plans. Draft/commission development business plans per priority area. Participate in analysis forums where external business plans are represented. Implement development project procedures within the relevant policy and programme guidelines. Implement approved projects in accordance with relevant prescripts and processes. Establish and partake in project specific committees with internal stakeholders and beneficiaries. Establish and partake in project specific committees with external stakeholders and departmental branches. Maintain accurate and accessible development project support requirements. Provide post implementation support to all projects in accordance with relevant prescripts and procedures. Apply relevant monitoring and evaluation prescripts, procedures and reports for all implemented projects. Liaise with relevant role-players/stakeholders with regard to development projects support requirements. Participate in relevant inter-governmental and inter branch support structures. Participate in relevant public-private support structures.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building, 2nd Floor, Bloemfontein, 9301.

**NOTE**

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

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**POST 32/39**

**SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/244)**

Directorate: Strategic Land Acquisition

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

KwaZulu-Natal (Richardsbay)

**REQUIREMENTS**

Bachelor's Degree/National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Department’s policies, prescripts and practice pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalisation and Development Programme (RADP); Land reform policies and other related legislations; Understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of government development policies e.g. National Development Plan, National Growth Path etc; Corporate governance. Job related skills: Project and conflict management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver’s licence. Willing to travel and work irregular hours.

**DUTIES**

Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalisation project support
requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 32/40 : SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/245)
Directorate: Strategic Land Acquisition

SALARY : R299 709 per annum (Level 08)
CENTRE : KwaZulu-Natal (Port Shepstone)
REQUIREMENTS : Bachelor's Degree/National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Department’s policies, prescripts and practice pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalisation and Development Programme (RADP); Land reform policies and other related legislations; Understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of government development policies e.g. National Development Plan, National Growth path etc; Corporate governance. Job related skills: Project and conflict management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver’s licence. Willing to travel and work irregular hours.

DUTIES : Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalisation project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 32/41 : SENIOR PROJECT OFFICER: LAND ACQUISITION (REF NO: 3/2/1/2018/246)
Directorate: Strategic Land Acquisition

SALARY : R299 709 per annum (Level 08)
CENTRE : KwaZulu-Natal (Vryheid)
REQUIREMENTS : An appropriate three years Bachelor’s Degree/National Diploma in Economics or Natural Sciences or relevant qualification. 2-3 years relevant working experience. Job related knowledge: Understanding and interpretation of budget management; Project management; Departmental land reform programmes, legislation and procedures; Understanding of the value-added development of communities. Job related skills: Project, financial, people and performance management; Conflict resolution; Facilitation; Capacity building; Good negotiation skills. Good in map reading skills, analysis and interpretation. A valid driver’s licence (code 08). Willing to travel and work irregular hours.

DUTIES : Screen potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy Director: Land Acquisition. Make arrangement with the farmer/land owner for farm assessment. Conduct farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF) and municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to land acquisition projects support requirements. Liaise with land acquisition and warehousing
at National Office to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the presidential enquiries, ministerial tasks and queries. Liaise with the office of the public protector to investigate and respond the queries within 7-14 days. Liaise with the Land Bank to investigate and determine the settlement amount for rescue purposes. Obtain mineral rights information on identified property from the Department of Minerals. Consult with Eskom on electricity-related matters.

APPLICATIONS: Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 32/42: SENIOR ADMINISTRATIVE OFFICER: PROJECT IMPLEMENTATION (REF NO: 3/2/1/2018/247)
Directorate: Social Organisational and Youth Development

SALARY: R299 709 per annum (Level 08)

CENTRE: Western Cape (Worcester)

REQUIREMENTS: Bachelor’s Degree/National Diploma in Public Administration/Management. 2-3 years’ working experience in administrative environment. Job related knowledge: Ability to manage the budget; Ability to manage finance; Ability to liaise at different level of management; ability to perform supply chain management; public works policies and regulations; Application of financial procedures; Treasury regulations; Basic Accounting System (BAS); Develop and monitor service level agreements. Job related skills: Excellent communication (verbal and written); Interpersonal relations; Liaison skills; Project management; Decision making; Computer literacy; Multi-tasking. A valid driver’s licence.

DUTIES: Provide support to NARYSEC youth, activities and project stakeholder. Compile recruitment advertisement in consultation with management. Coordinate logistics for recruitment, selection and orientation of new youth into the NARYSEC programme. Arrange logistics for youth attending training, community services and events. Accompany youth to events/trip. Provide administrative support to departmental approval youth representative body. Perform administrative function. Coordinate logistical arrangements for meetings. Manage departmental assets including machinery and equipment. Compile letters and memorandums related to youth activities. Liaise with colleagues and municipalities with regards to training and community service. Compile monthly reports. Compile inputs for Demand Management Plan and monthly projections and monitor expenditure. Manage files for NARYSEC participants. Safe keeping of NARYSEC documents and files. Execute project activities. Coordinate sites where participants will perform community services. Coordinate and assist with the collection of attendance register during community services. Notify management of participant’s attendance trends and report absenteeism. Coordinate complaints related to performance of community service and training projects. Assist with administration and collection of allowance forms when participants are attending training. Coordinate information related to activities that the youth were engaged in during the month. Assist with the monitoring of training community services. Manage information for NARYSEC participants. Compile database for youth recruited and submit report to management. Ensure that participant’s particulars including personal, education, residential and contact details are recorded and stored using departmental system. Update database using resignation and termination approval. Track programmes of youth that have exited the programme for impact assessment. Compile statistical report. Coordinate monthly and quarterly reporting for monitoring and evaluation purpose.

APPLICATIONS: Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 32/43: PROJECT OFFICER: PROPERTY LEASES (REF NO: 3/2/1/2018/248)
Directorate: Property Management

SALARY: R242 475 per annum (Level 07)

CENTRE: North West (Ngaka-Modiri Molema District)
REQUIREMENTS: A Bachelor’s Degree/National Diploma Real Estate/Property Management or Bachelor’s Degree in Law or equivalent qualification. 1-2 years in state land administration or property management. Job related knowledge: Understanding state land administration; Understanding of the value added development of communities; Understanding of the legislation governing state land; Project management; Public Service Regulations. Job related skills: Planning and organisation; Decision making; Computer literacy; Telephone etiquette; Interpersonal relations; Communication and liaison. A valid driver’s licence. Willing to travel and work irregular hours.

DUTIES: Prepare leases and caretaker agreements. Render support services to district with regards to contract administration. Safeguard contracts and inspection reports. Administer electronic lease management and information systems.

APPLICATIONS: Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 32/44: SECRETARY (REF NO: 3/2/1/2018/249)
Directorate: Property Management

SALARY: R196 407 per annum (Level 06)
CENTRE: Western Cape (Cape Town)

REQUIREMENTS: Grade 12 Certificate or an equivalent or any other training course/qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power Point, Outlook etc.). Job related skills: Good telephone etiquette; Sound organizational and good people skills; Ability to work under pressure as well as the willingness to work irregular hours; Language skills and ability to communicate well with people at different levels and from different backgrounds; High level of reliability; Basic written communication skills; Ability to act with tact and discretion.

DUTIES: Provide a secretariat/receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the Unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the Unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

APPLICATIONS: Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

NOTE: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

CLOSING DATE : 24 August 2018 at 16h00. Applications received after the closing date will not be considered.

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

MANAGEMENT ECHELON

POST 32/45 : DIRECTOR: ENTITY PERFORMANCE - REF NO: EDE/12/18

SALARY : R948 174 all-inclusive package per annum (SL-13)
CENTRE : Pretoria

REQUIREMENTS : The successful candidate must have an undergraduate qualification (NQF level 7) in Public Administration/Business Management/ Leadership/Development Studies. A postgraduate qualification in the same disciplines will be an added advantage. Advanced strategic capability and leadership, advanced people management and empowerment skills, expert programme and project management skills, advanced financial management skills, advanced problem solving and analyzing skills and advanced customer orientation and focus skills. Five years’ experience at middle management level. The successful candidate will be required to enter into a performance agreement within three months of appointment.

DUTIES : The incumbent is expected to facilitate the establishment and monitoring of institutional support structures for micro, small and medium enterprises (inclusive of establishment of Agencies and Tribunals). Manage the functioning of institutional support structures for micro enterprises and the provision of public services. Manage the functioning of agencies established to support micro, small and medium enterprises. Manage the analysis of the Strategic Plans and Annual Performance Plans of the department’s agencies to ensure alignment to the department’s mandate and service delivery priorities. Influence the content of Strategic Plans and Annual Performance Plans (APPs) of entities. Manage the analysis of performance reports submitted to the department by the agencies before processing of payments. Manage the analysis of the programmes that are offered by the entities and other departments in terms of their relevance, impact and value for money. Facilitate the development of complementary systems between the agencies that report to the department to ensure the efficient use of available resources. Manage the provision of a technical and administrative support service provided to entities supporting the promotion of small enterprises (e.g. chamber support). Manage the coordination of the identification and implementation of targeted interventions aimed at dealing with sectorial, technical, and administrative issues that have a bearing on the work of the department, e.g. violent incident in the sector. Collaborate with institutions providing support to small businesses in order to improve the department’s policies, systems and processes for managing the performance of its entities. Communicate with internal staff, Political Office Bearers and external
stakeholders in other departments, Municipal Authorities, Academic and Research Institutions, Private Sector and International Organizations on Enterprise and Supplier Development and related issues. Facilitate the development and implementation of norms and standards, identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the directorate. Manage the financial, human and physical resources of the directorate.

ENQUIRIES : Mr M. Maki, Tel No: (012) 394-1736

OTHER POSTS

POST 32/46 : DEPUTY DIRECTOR: COOPERATIVE DEVELOPMENT (POLICY OVERSIGHT M &E) - REF NO: ICD/13/18

SALARY : R697 011 all-inclusive package per annum (SL-11)
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must have National Diploma/B. Degree (NQF level 7) in Economics or Business Administration coupled with a minimum of 5 years’ work experience in Economic Policy and Strategy Development with a particular focus on Cooperatives Policy and Strategy Development. Project management skills and Research techniques and tools. Computer Literacy (MS suite with advanced Excel & Access). Experience in STATA or SPSS would be an added advantage. Valid Drivers’ License.

DUTIES : To provide an oversight on the implementation of applicable legislative and regulatory requirements. Conduct research, analyse gaps and draft documentation on the implementation of applicable legislative and regulatory requirements (Cooperatives Act). Develop the implementation guidelines for the roll-out of co-operative policies. Conduct needs analysis and linkages of cooperatives to government programs. Facilitate drafting and review/amendment of policies. Develop the implementation strategies for National Cooperatives Strategy. Facilitate the alignment with municipal bylaws with the National Cooperatives Strategy. Monitor performance and compliance on the implementation of polices. Generate quarterly reports on the performance of Cooperatives policy, legislation and strategy. Conduct annual reviews with regards to the impact on Cooperatives Development interventions and prepare reports. Communicate with stakeholders, clients, management and colleagues. Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions. Give advice on procedural and technical related matters in respect of Cooperatives Development policies and strategies as well as conducting formal presentations. Integrate Cooperatives. Coordinate / facilitate the integration of cooperatives into private value chains (Production, marketing and distribution).

ENQUIRIES : Mr M Masoga, Tel No: (012) 394-1264

POST 32/47 : DEPUTY DIRECTOR: COOPERATIVES PROGRAMME DESIGN & SUPPORT - REF NO: ICD/14/18

SALARY : R697 011 all-inclusive package per annum (SL-11)
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must have National Diploma/B. Degree (NQF level 7) in Business Administration/Accounting/Development Finance or other related disciplines. A minimum of 5 years’ work experience in Incentive Administration or Development Finance. Project management skills and Computer Literacy (MS suite with advanced Excel & Access). Valid Drivers’ License.

DUTIES : To design or review initiatives for the establishment, growth and sustainability of cooperatives and monitor implementation. Design new or review existing models, programmes and mechanisms to assist in the establishment, growth and sustainability of cooperatives. Conduct needs assessments. Assess existing models, programmes and mechanisms. Design logic models. Package and popularise transfer of models. Pilot / implement new or existing models, programmes and mechanisms via a project management approach. Assess business plans to determine economic, technical and social viability of the application. Coordinate the implementation of transversal agreements. Conduct spot checks to identify fraudulent applications/ claims and advice accordingly. Chair technical committee meetings. Quality assure the applications and claims process. Respond to and resolve audit queries. Monitor implementation of
existing (implemented programmes). Report on application approvals and claim disbursements. Present the status report on (e.g. approvals, commitments made and claims at adjudication committee). Conduct post implementation site inspections. Communicate with stakeholders, clients, management and colleagues. Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions. Give advice to clients on procedural and technical related matters. Manage performance and development of employees in the unit.

ENQUIRIES : Mr S Akrong, Tel No: (012) 394-1221

POST 32/48 : ASSISTANT DIRECTOR: SECTOR POLICY DEVELOPMENT - REF NO: SPR/16/18

SALARY : R356 289 per annum (SL-09)
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must have an undergraduate qualification (NQF level 7) in Public Administration/ Management/Development Studies/ Economics. 3 years’ experience at a Functional Specialist level. Computer Literacy and a valid Drivers’ License.

DUTIES : The incumbent is expected to coordinate the development and review of policies and strategies in support of the creation of growth and sustainability of Sector Development. Conduct research aimed at identifying best practices for the development of policies and strategies for sector development specific value chain research and strategies. Conduct comparison studies between the available policies and strategies on the development of the sector to assist in selecting the best fit for the South African ecosystem. Provide a business advisory service to potential and existing customers in the sector. Develop policy and strategy implementation guidelines for sector development. Coordinate the piloting of new and improved sector development programmes. Conduct performance monitoring inspections to determine compliance with Sector policies guidelines. Implement norms and standards; identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the Sub-directorate. Communicate with internal and external stakeholders. Communicate with tertiary and research institutions on research for policy development. Coordinate policy discussion meetings with other departments, local municipalities, private sector and international organisations. Communicate with walk in clients, provide advice and respond to telephonic queries from the public. Conduc...
DEPARTMENT OF TRADE AND INDUSTRY

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

CLOSING DATE: 24 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 shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 32/50: DIRECTOR: EMPLOYMENT RELATIONS REF NO: GSSSD/ER 010
Overview: To manage and co-ordinate all employment related matters in the dti.

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

REQUIREMENTS: Mandatory requirements: An undergraduate Qualification (NQF Level 7) in Labour Law. 5 years relevant Middle / Senior Managerial experience in employment relations. Key requirements: Experience in management and effective implementation of sound labour relations policies, systems, process and procedures. Experience in conflict management, promoting sound labour relations compliance, monitoring and oversight responsibility in management and administration of all labour relations matters. Experience in managing, coordinating and leading collective bargaining process. Experience in stakeholder management report writing and analysis. Directorate management (People management and financial management). Research skills, influencing skills and negotiation skills. Strategic capability and leadership. Planning and organising. Knowledge and understanding of Labour Relations act, Public Service act, Public Service Regulations, PFMA and Treasury regulations. Proficient in MS Packages

DUTIES: Manage and effectively implement sound labour relations policies, systems, processes and procedures: Coordinate and ensure the implementation of labour relations legislation, policies, programs, projects processes & procedures. Conduct labour relations research and impact analysis of processes and policies in the Department. Advise management and employees on policy matters with specific reference to employer-employee relations. Develop and implement labour relations communication strategy and ensure management and staff awareness/training in all labour relations activities. Monitor employment practices, policies and procedures and ensure compliance with legislation. Initiate programs and other processes to give effect to Government policy. Oversee and advice on the implementation of the employment legislative and regulatory framework, collective agreements and policies and procedures. Ensure effectiveness and efficiency through employment relations management. Develop proactive measures to equip line managers to deal with potential conflict in the workplace. Research and study labour relations trends and keeping abreast of the latest developments. Overall responsibility for conflict management, promote sound labour relations compliance, monitoring and oversight responsibility in management and administration of all labour relations: Provide advice to on all labour matters such as collective disputes, disciplinary hearings, misconducts, etc. Represent the Department on all employment relations at various fora. Facilitate employer-
employee relations. Monitor and evaluate management of disciplinary and grievance cases in the Department. Ensure that misconduct and grievance investigations are conducted and managed properly. Build capacity and awareness through internal training of managers and employees on employment relations matters. Identify and report all cases which have the potential of becoming disputes that may lead to industrial action. Manage and maintain an accurate database on employment relations matters. Provide advice and make recommendations for service delivery improvement. Handle complex misconduct and grievance matters and dispute resolution. Ensure the development of employment relations communication systems to familiarise employees. Manage, coordinate and lead department’s collective bargaining process: Manage and ensure sound interaction with organised labour. Act as the Department’s representative in employment relations fora, both internal and external. Participate in and lead negotiations with employee organizations. Liaise with organised labour and manage organisational rights. Coordinate the dispute-conciliation/arbitration meetings. Represent the Department in conciliation and arbitration. Monitor and ensure implementation of collective agreements. Stakeholder management: Liaise and coordinate with governmental, non-governmental institutions and other structures and organizations. Develop relationships across diverse groups of stakeholders. Develop a liaison model that allows the engagement with relevant stakeholders in an integrated manner. Provide a prompt and effective labour relations service to all stakeholders. Support the Department’s leadership upon request in employment relations matters that relate to the institutions reporting to the dti. Reporting: Closely monitor, assess and report on employment related matters. Create monthly reports and interpret data to provide meaningful analysis. Directorate management: Manage the finances of the Directorate which include the budget and assets. Manage the employees within the Directorate. Manage the strategic planning and operations of the Directorate.

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

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

POST 32/51 : DIRECTOR: SPATIAL ECONOMIC STRATEGY REF NO: SEZET/SEZ IMPL 001

Overview: To oversee the development and implementation of policies and strategies of spatial development and research projects towards advancing broad economic development in the regions of South Africa.

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

CENTRE : Pretoria


DUTIES : Research and analysis: Undertake research on spatial and regional economic performance, developments and prospects. Oversee the research conducted in relation to spatial development. Provide inputs into the economic and spatial research conducted. Drive the planning and research in alignment with the objectives of the Regional Industrial Development. Drive the development of strategies and policies to enable effective and sustainable programme delivery. Oversee the research conducted and ensure review of policies and methodologies and benchmark against international best practice. Provide leadership in the development of feasibility studies and business plans for the new proposed SEZs. Mange process of designating new Special Economic Zones. Monitoring and evaluation: Monitor and evaluate the impact of the designated SEZs and economic development indicators at Provincial, District and National level.
Provide inputs into the report on economic development projects in regions. Manage briefing documents for the Minister. Oversee the site inspection for monitoring and evaluation. Develop and provide leadership guidance in monitoring and evaluation. Oversee the development of the Regional Industrial Development. Establish and manage the strategic partnership with the government agencies on SEZs policy and strategies. Oversee the planning, implementation of the SEZ’s for the purpose of the contributing towards the balanced regional industrial development. Identify gaps in between the current polices and future strategies and ensure the challenges are addressed. Provide strategic guidance and leadership on the possible research related implementation of the programmes. Consolidate all research findings and manage the formulation and/or review policies, procedures and strategies. Promote and contribute to relevant activities implemented by the dti agencies and provincial offices. Ensure optimal relationship building and developing effective growth strategies take place.

Capacity building: Package and manage Capacity Building programme for government officials across spheres of government on SEZ. Oversee the identification of capacity gaps and needs across the country particularly in under developed regions. Manage the coordination of the workshop/seminars for the facilitation of capacity building intervention in the province and National level. Define and develop strategic and effective capacity building programmes that promote the broader participation of women in the mainstream economy. Determine suitable programmes in collaboration with other Government institutions that fastback the participation regional economic development.

Agency management: Manage the secretariat support for Special Economic Zone Advisory Board and its committees. Manage the programmes and third party arrangements of the Unit. Oversee the consultations, facilitation and coordination of interactions with third parties. Monitor the performance of the third party contracts. Coordinate, promote and support relevant activities implemented by the dti agencies and provincial offices.

Stakeholder and customer relations management: Facilitation of partnerships and mobilisation of critical stakeholders required for the successful development of special economic zones such as government departments, private sector, academia, and communities. Engage with the stakeholder and build the relationship within the Department. Manage the site visit to the proposed industrial developed proposal. Initiate interaction, consult and network with appropriate and relevant stakeholders mainly working on economic, gender and women empowerment issues. Represent the department in all forums and focus groups addressing spatial planning and research. Facilitate the engagement of stakeholders, international, bilateral and multilateral organisations while developing the appropriate approaches.

Directorate Management: Manage financial resource and assets of the unit. Manage the human resources in the unit. Manage the strategic planning of the unit and execution of the operational plan.

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

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

OTHER POST

POST 32/52: DEPUTY DIRECTOR: LIQUOR LICENCE PROCESSING REF NO: CCRD/NLA 015
Overview: To facilitate the evaluation and processing of applications for approval by assessing the quality and accuracy of reports and recommendations on applications.

SALARY: All-inclusive remuneration package of R697 011 per annum, Level 11
CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: A three - year National Diploma/ B. Degree in Law/ Economics/Business/ Public Admin. 3 - 5 years’ relevant managerial experience in a Legal / Compliance / Economic policy development environment. Key requirements: Experience in liquor license processing. Experience in monitoring and evaluation. Experience in stakeholder management, financial management and project management. Experience in developing and reviewing of strategies, policies and procedures. Communication skills (Verbal and written) change management,

**DUTIES**: Quality assurance of the applications: Oversee and quality assure applications through technical analysis to be processed for approval. Renewal process of registration: oversee and quality assure renewal applications through technical analysis for approval. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct reviews on on levels of compliance to the Liquor Act. Monitor and evaluate compliance with the conditions of registration. Stakeholder Management: Liaise with internal and external stakeholders on matters relating to compliance with the National Liquor Act. Participate in identification of stakeholders needs. Create and maintain stakeholder’s database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Build and maintain relationship with stakeholders, including other Government departments and tiers of government, organized business and labour. Develop and review strategies, policies and procedures: Develop and review policies and legislations. Develop, Implement and review business process for workflow management correspondence and case management. Develop, implement and review customer service standards. Develop implement and review operational systems. Effective management and participation in the unit: Effective internal administration of the directorate such as filing of all documents, maintenance of records and procurement and expenditure and attendance to all reporting requirements. Effective participation in preparing of budgets, business and strategic plans. Sub-Directorate Management: Manage and monitor all allocated resources (financial, human resource and assets of the unit). Provide inputs in to the strategic planning of the unit and execution of the operational plan.

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

**NOTE**: In terms of the dti’s EE requirements, preference will be given to Coloured, Indian, White candidates and African male candidates.
ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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

APPLICATIONS: Department of Sport, Arts Culture and Recreation, - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein

FOR ATTENTION: Ms I Ntulini

CLOSING DATE: 31 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), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

OTHER POSTS

POST 32/53: ASSISTANT DIRECTOR – INTERNAL AUDIT (X2 POSTS)

SALARY: A Basic Salary of R356 289 per annum (Level 09)

CENTRE: Bloemfontein:
Internal Compliance (Ref No: 1104/ 1)
Internal Performance (Ref No: 1105/2)

REQUIREMENTS: A relevant tertiary qualification at NQF level 7. Completion of the General Internal Auditing [including IAT learnership- (Three Year)] from the IIA plus2 years internal audit experience.

DUTIES: Supervise and participate in the development of strategic internal audit plans. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls / objectives, to determine their effectiveness and efficiency through Review, collect information and compile reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Direct Supervision to ensure effective internal audit service.

ENQUIRIES: Ms Irene Ntulini - at 051 410 3687

POST 32/54: LIBRARIAN (X4 POSTS)

SALARY: A Basic Salary of R242 475 per annum (Level 07)

CENTRE: Van Stadensrus Public Library (Ref No: 3323 / 15)
Edenville Public Library (Ref No: 3615 / 20)
Zamdela Public Library (Ref No: 3633 / 22)
Kopanelang Thuto - Zamdela (Ref No: 3630 / 21)

REQUIREMENTS: A National Diploma or Degree in Library and Information Science. Computer literacy Knowledge of information and internet search techniques. Good communication skills.

DUTIES: Oversee Library collections by selecting library material eg identify the appropriate library resource/material needed as well as library resources that are due for discarding (weeding). Render reference and information services eg monitor the circulation of library resources, handle interlibrary loans, attend to reference queries. Market and promote library service eg inform users of special library collections, display library
material in general and displays during library/departmental events as well as the facilitation of awareness programs. Facilitate the provision of library and information management systems thus coordinate the integration / implementation of all library systems and builds capacity for usage of information systems. Perform administrative and supervisory services e.g. the supervision of human resources, monitor the collection of revenue as well as utilization of library facilities/ equipment, overall asset management and gathering and analysing of library matter and compile reports.

ENQUIRIES : Ms Irene Ntulini - at 051 410 3687

POST 32/55 : CULTURAL OFFICER

SALARY : A Basic Salary of R242 475 per annum (Level 07)
CENTRE : Lejweleputswa Community Art Centre (Welkom) (Ref No: 2150 / 51)
REQUIREMENTS : A National Diploma or B Degree in Arts or equivalent Qualification. A Valid driver’s licence. Project Management principles, background with ability to do research / gather information and analyse it. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.

DUTIES : Identify, Develop and promote (emerging) artist and crafters as well as implementing projects related to performing and visual arts and crafts. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented

ENQUIRIES : Ms Irene Ntulini - at 051 410 3687
NOTE : for posts below preference will be given to applicants who reside in area where post is advertise.

POST 32/56 : SENIOR COOK (REF NO: 2221 / 52)

SALARY : A Basic Salary of R163 563 per annum (Level 05)
CENTRE : Basotho Cultural Village (Qwaqwa)
REQUIREMENTS : Senior Certificate or equivalent qualification. Vocational studies (equivalent qualification) in catering and hospitality. 2-3 years’ experience in catering and hospitality field. Skills to operate catering equipment and knowledge of food production standards.

DUTIES : Ensure adherence to Health and Safety regulations by maintaining a hygienic work environment. Oversee food preparation and serving thereof (Quality Control). Receive revenue from paying customers and issue receipts including. Overall responsible for staff supervision, asset management, and stock control, including procurement of food and ingredients.

ENQUIRIES : Ms Irene Ntulini - at 051 410 3687
NOTE : for posts below preference will be given to applicants who reside in area where post is advertise.

POST 32/57 : MUSEUM ASSISTANT (REF NO: 2213 / 35) (X2 POSTS)

SALARY : A Basic Salary of R136 800 per annum (Level 04)
CENTRE : Basotho Cultural Village (Qwaqwa)
REQUIREMENTS : ABET Qualification combined with detailed knowledge of the Basotho Culture (rituals, music, dance forms, music instruments etc, Willingness to work shifts (Weekend & Public Holidays).

DUTIES : Demonstrate cultural activities to visitors/ tourist and provide information on related cultural matters to them. Handle the maintenance and neatness of the living museum according to the heritage of the Basotho. Ensure that artefact are kept safe and in good condition and where needed repair artefacts. Effective management of assets (tools, equipment, museum collectables) assigned to the post .and report damages and/or losses

ENQUIRIES : Ms Irene Ntulini - at 051 410 3687
NOTE : for posts below preference will be given to applicants who reside in area where post is advertise.
**POST 32/58**: LIBRARY ASSISTANT (X13 POSTS)

**SALARY**: A Basic Salary of R136 800 per annum (Level 04)

**CENTRE**: Fauresmith Public Library (Ref No: 3209 / 9)
Smithfield Public Library (Ref No: 3219 / 10)
BP Leinaeng Public Library (Ref No: 3304 / 12)
Bainsvlei Public Library (Ref No: 3306 / 13)
Fichardpark Public Library (Ref No: 3307 / 14)
Nkhabiso School (Qwaqwa) (Ref No: 3428 / 16)
Bothaville Public Library (Ref No: 3533 / 18)
Welkom Public Library (Ref No: 3502 / 25) (X2 Posts)
Odendaalsrus Public Library (Ref No: 3508 / 29)
Kutlwangen Public Library (Ref No: 3511 / 30)
Virginia Public Library (Ref No: 3514 / 32)
Meloding Public Library (Ref No: 3515 / 33)
Mmamahabane Public Library (Ref No: 3517 / 34)

**REQUIREMENTS**: Senior Certificate or equivalent qualification and Certificate supporting computer literacy.

**DUTIES**: Assist Librarian / Assistant Librarian in rendering library and information service to the community. Register library users. Handle the issue desk. Shelf (interfile) library materials. Perform administrative duties attached to the post including cashier duties and asset control/management.

**ENQUIRIES**: Ms Irene Ntulini - at 051 410 3687

**NOTE**: for posts below preference will be given to applicants who reside in area where post is advertise.

**POST 32/59**: COOK REF NO: 2221 / 7

**SALARY**: A Basic Salary of R115 437 per annum (Level 03)

**CENTRE**: Basotho Cultural Village (Qwaqwa)

**REQUIREMENTS**: Senior Certificate or equivalent qualification in catering and hospitality. 1-2 years’ experience in catering and hospitality field. Skills to operate catering equipment and knowledge of food production standards.

**DUTIES**: Preparation of traditional and modern meals. Serve the tourist visiting and ordering refreshment at the restaurant and/or tea garden. Receive revenue from paying customers and issue receipts. To maintain stock level at the restaurant and tea garden. Responsible for proper asset management and maintenance of all equipment, cooking utensils, used in tea garden and restaurant and report defaults and losses.

**ENQUIRIES**: Ms Irene Ntulini - at 051 410 3687

**NOTE**: for posts below preference will be given to applicants who reside in area where post is advertise.

**POST 32/60**: GROUNDSMAN (X13 POSTS)

**SALARY**: A Basic Salary of R96 549 per annum (Level 02)

**CENTRE**: Koffiefontein Public Library (Ref No: 3204/36)
Selosesha Public Library (Ref No: 3309/38)
Majwemasweu Public Library (Ref No: 3521 / 39)
Phirinta Public Library (Ref No: 3616/40)
Schonkenville Public Library (Ref No: 3619/41)
Tweeling Public Library (Ref No: 3628/42)
Zamela Public Library (Ref No: 3633 / 43)
Odendaalsrus Public Library (Ref No: 3508/45)
Nyakollong Public Library (Ref No: 3510/46)
Phomolong Public Library (Ref No: 3513/47)
Virginia Public Library (Ref No: 3514/48)
Mmamahabane Public Library (Ref No: 3517/50)
Welkom Public Library (Ref No: 3502/26)
Verkeerdevlei Public Library (Ref No: 3524/53)

**REQUIREMENTS**: ABET Qualification as minimum requirement.

**DUTIES**: Provide general cleaning services outside surrounding of the library. Maintain the garden which includes inter alia watering the garden, prune and trim of flowers and
trees, remove weeds and refuse, apply insecticides etc. Maintain gardening equipment and tools by repairing minor defects and to detect and report malfunctioning of gardening equipment and tool. Assist with load and off load of library consignments and cleaning duties inside the library more specific days the weather conditions hinder outside working.

**ENQUIRIES**: Ms Irene Ntulini - at 051 410 3687

**NOTE**: for posts below preference will be given to applicants who reside in area where post is advertise.

**POST 32/61**: **GENERAL WORKER (REF NO: 3451 / 17)**

**SALARY**: A Basic Salary of R96 549 per annum (Level 02)

**CENTRE**: Bethlehem (District Office-Library Services)

**REQUIREMENTS**: ABET Qualification as minimum requirement.

**DUTIES**: Perform general assistance work which include load and off load of furniture, equipment and library consignments. Responsible for cleaning of government vehicles allocated to the district office. Clean working area.

**ENQUIRIES**: Ms Irene Ntulini - at 051 410 3687

**NOTE**: for posts below preference will be given to applicants who reside in area where post is advertise.

**POST 32/62**: **CLEANER (X4 POSTS)**

**SALARY**: A Basic Salary of R96 549 per annum (Level 02)

**CENTRE**: Bloemfontein (Communication Directorate) (Ref No: 1410 / 6)

Hydro Park Public Library (Ref No: 3224/37)

Thabong 1 Public Library (Ref No: 3503/44)

Virginia Public Library (Ref No: 3514/49)

**REQUIREMENTS**: ABET Qualification as minimum requirement.

**DUTIES**: Provide general cleaning services by cleaning (dusting, sweeping, vacuuming, emptying and clean dirt bins, in offices /Library, corridors and boardrooms, Responsible for cleaning kitchens and restrooms to ensure a hygienic environment at all times. Keep stock of kitchen utensils and of restroom accessories eg toilet papers, hand towel etc to be replaced. Safe keeping and maintain cleaning material and equipment. Cleaning of machines eg microwaves, vacuum machines, etc. Request cleaning materials

**ENQUIRIES**: Ms Irene Ntulini - at 051 410 3687

**NOTE**: for posts below preference will be given to applicants who reside in area where post is advertise.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT

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

APPLICATIONS
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE
24 August 2018

NOTE
Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

POST 32/63: DEPUTY DIRECTOR: SENIOR DEVELOPER BUSINESS WAREHOUSE – REFS/003073
Directorate: Business Intelligence

SALARY
R697 011. Per annum (all-inclusive remuneration package) Level 11

CENTRE
Johannesburg

REQUIREMENTS
Matric Plus National Diploma (NQF 6)/Degree in Information Technology, Information Systems or any IT related NQF 6 qualification with 3-5 years ETL, understanding the SAP modules, table landscape, building of custom extractors and cubes from SAP and other source systems OR Matric Plus 8-9 years of experience ETL, understanding the SAP modules, table landscape, building of custom extractors and cubes from SAP and other source systems. SAP Trained or Certified in SAP Business Warehouse Software. More experience in SAP Business Warehousing including data modelling.

DUTIES
Liaise with customer and management to determine their requirements. Liaise and provide input into system development in accordance with the data governance policy and for effective intelligence reporting. Create and document application functions, specifications, designs, and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute applications testing. This includes unit testing, modular testing, peer testing, integrated application and system testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

ENQUIRIES: Mr. Themba Psungo Tel No: (011) 689 6980.

POST 32/64: ASSISTANT DIRECTOR: BUSINESS INTELLIGENCE DEVELOPER - REFS/003074
Directorate: Business Intelligence

SALARY
R444 693. Per annum (plus benefits) Level 10

CENTRE
Johannesburg

REQUIREMENTS
Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 2-3 years’ relevant experience in SAP BI Development OR...
Matric with 6-7 years’ years relevant experience in SAP BI Development. SAP Business Intelligence Certification required.

**DUTIES**: Provide general administration for various applications. Provide support for existing applications. Maintain and update existing applications. Develop modules for various applications. Test various applications. Produce reports from various applications. Provide basic user training for various applications. Assist users with general support. Resolve user problems and issues. Develop and apply modifications/enhancements to existing applications. Develop and create code for various applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports.

**ENQUIRIES**: Mr. Themba Psungo Tel No: (011) 689 6980.

**POST 32/65**: ASSISTANT DIRECTOR: PORTAL ADMINISTRATOR – REFS/003075
Directorate: Applications Development

**SALARY**: R356 289 per annum (plus benefits) Level 09

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric plus relevant National Diploma/Degree in IT/ Web Development/ Software Development with 2-3 years’ experience in website administration/ development OR Matric with 6-7 years’ experience in website administration/ development.

**DUTIES**: Manage allocated SharePoint sites ensuring that the sites are operational and comply with the agreed service levels. Provide support and administration to the user base, resolving issues as and when required. Monitor allocated SharePoint portals and websites by analysing and reporting on the usage thereof. Liaise with the customer base to access and make recommendations on improving the current sites. Stay abreast of the latest trends in SharePoint website design, architecture and features.

**ENQUIRIES**: Mr. Themba Psungo Tel No: (011) 689 6980.

**POST 32/66**: SENIOR ADMIN OFFICER: JUNIOR CONSULTANT BUSINESS INTELLIGENCE – REFS/003076
Directorate: Business Intelligence

**SALARY**: R299 709. Per annum (plus benefits) Level 08

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 1-2 years’ relevant ERP experience. OR Matric with 5-6 years’ relevant ERP experience. The incumbent must have worked with and delivered a BI Implementation project. Relevant BI training or / and Certification an added advantage.

**DUTIES**: Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

**ENQUIRIES**: Mr. Themba Psungo Tel No: (011) 689 6980.

**POST 32/67**: SENIOR ADMIN OFFICER: JUNIOR CONSULTANT ERP HRM – REFS/003077
Directorate: Applications Competency Centre

**SALARY**: R299 709 per annum (plus benefits) Level 08

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric Plus National Diploma/Degree in Information Technology/Commerce with 1-2 years’ relevant ERP experience OR Matric with 5-6 years’ relevant ERP experience. The incumbent must have worked within ERP Implementation methodology such as
ASAP and must have SAP ERP HCM configuration experience. Relevant ERP qualification would be an added advantage.

**DUTIES**

Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

**ENQUIRIES**

Mr. Themba Psungo Tel No: (011) 689 6980.

**PROVINCIAL TREASURY**

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

**APPLICATIONS**

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

**CLOSING DATE**

24 August 2018

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**OTHER POSTS**

**POST 32/68**

**DEPUTY DIRECTOR – STATUTORY DEDUCTIONS MANAGEMENT**

Chief Directorate: Provincial Accounting Services

Re-Advertisement (Those who applied previously are encourage not to apply)

**SALARY**

R697 011 per annum (All-inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A three year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting or equivalent, 3 - 5 years junior management experience or ASD within finance
environment. Experience in implementation of projects OR continuous improvement initiatives. Project Management qualification will be an advantage.

**DUTIES**

The incumbent will be responsible for: management of operations within Statutory Deductions Management. Ensure that all salary related suspense accounts on a regular basis are reconciled and cleared within the set timelines. Ensure timely submission of monthly declarations, bi-annual Tax & UIF reconciliations to SARS and to department of labour. Facilitate distribution of employees IRP5 to GPG employees. Implement SDM projects as project member or change management manager with the view of ensuring continuous improvement and modernisation of public service. Provide CFO’s, HR & Finance managers in GPG departments with monthly management, reports in relations to Statutory Deductions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management. Recover Interdepartmental debts and facilitate payments to 3rd party creditors.

**ENQUIRIES**

Ms Baleseng Sedibe Tel No: 011 227-9000

**POST 32/69**

**ASSISTANT DIRECTOR: COMPUTER AUDIT**

Directorate: Gauteng Audit Service

**SALARY**

R444 693 per annum (plus benefits)

**REQUIREMENTS**

Relevant three year degree or diploma with 3-5 years’ experience in Computer Auditing.

**DUTIES**

To execute IT Audit assignments and attend to coaching, training needs of Auditors and/or interns: Planning of computer audits. Perform reviews as per the audit plan Document fieldwork. Review work performed Reporting Staff coaching.

**ENQUIRIES**

Ms Baleseng Sedibe Tel No: 011 227-9000

**POST 32/70**

**ASSISTANT DIRECTOR: RISK MANAGEMENT (X 3 POSTS)**

Directorate: Risk Management

**SALARY**

R356 289 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A three year tertiary qualification as recognized by SAQA (NQF level 7) in Accounting /Auditing / Business Management or an equivalent qualification. 3 – 5 years of experience in the Risk Management / Risk Based Auditing field. Driver’s license is a must.

**DUTIES**

To support the Deputy Director in ensuring the effective management of risks to which Gauteng Provincial Government is exposed to by virtue of its assets, programs and operations. Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.

**ENQUIRIES**

Ms Baleseng Sedibe Tel No: 011 227-9000

**POST 32/71**

**ASSISTANT DIRECTOR: ENTITY MAINTENANCE**

Directorate: Provincial Supply Chain Management

**SALARY**

R356 289 per annum, plus benefits

**CENTRE**

Johannesburg

**REQUIREMENTS**

Three year Tertiary qualification as recognised by SAQA (NQF level 6) Must have relevant experience between 3-5 years in Supplier Management, preferably Supplier verification and registration.

**DUTIES**

To manage the GPG registration process in the Supplier Management sub-unit and ensure proper management of the unit. Manage the utilisation and the efficiency of the registration team in Supplier management. Provide assistance for the proper administration of the supplier Helpdesk. Ensuring that the filling system is up to date for ease of documents retrieval. Successfully maintain a clean supplier data base with up to date information. Ensuring that practitioners in the team are performing according to the standard set out in the relevant job profile and the proper utilisation of the team. Ensure that registration forms are captured and authorised according to measured standards on SAP R/3 and BAS.

**ENQUIRIES**

Ms Baleseng Sedibe Tel No: 011 227-9000
<table>
<thead>
<tr>
<th>POST 32/72</th>
<th>IT TECHNICIAN</th>
</tr>
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<tbody>
<tr>
<td>Directorate: Information Technology</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R299 709 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>National Diploma or Degree in Information Technology with A+, N+, MCSA, MCSE as an added advantage. 2 years' experience in the public sector and/or related areas.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To provide information technology services to the Department to support the successful implementation of departmental administration and programs. Day-to-day operation and control of the departmental computer hardware and software. Monitor reliability of IT infrastructure and operating systems. Diagnoses and repairs problems. Assess and address departmental information technology needs. Conduct IT trouble shooting and technical support. Ensure hardware and software compliance security standards.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Baleseng Sedibe Tel No: 011 227-9000</td>
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<table>
<thead>
<tr>
<th>POST 32/73</th>
<th>MESSENGER/DRIVER</th>
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<tbody>
<tr>
<td>Directorate: Auxiliary Services</td>
<td></td>
</tr>
<tr>
<td>SALARY</td>
<td>R136 800 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 plus 1 year experience as Messenger/Driver with a valid driver's licence with Professional Driving Permit (PDP).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure collection of post daily; Ensure delivery of documents both internally and externally to other government departments/entities; Shuttling of staff members to trainings/seminars; Receiving and verification of delivery items/messages/mail/document for correctness; Inspection of state vehicles as required by the Transport Policy; Taking of state vehicles for servicing; Provide weekly/monthly reports.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Baleseng Sedibe Tel No: 011 227-9000</td>
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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 32/74 : MEDICAL SPECIALIST-(INTENSIVE CARE UNIT) GRADE 1, 2, 3 REF NO: GS 41/18

Subspecialist Training (Critical Care)
Fixed Term of 2 Years from date of employment
Component: Intensive Care Unit

SALARY : Grade 1: R 1 051 368 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: R 1 202 112 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: R 1 395 105 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 : Minimum: MBChB degree or equivalent qualification; Current registration with the HPCSA as a Medical Specialist (Independent Practice) in one of the following qualifying specialties: Anaesthesiology, Emergency Medicine, Internal Medicine, Obstetrics & Gynaecology, General Surgery. Doctors who have successfully completed qualifying examinations for specialist registration may apply for the post whilst awaiting finalisation of their specialist registration with the HPCSA (Completion of registrar training time or awarding of an MMed qualification). However, appointment to the post can only occur after specialist registration. All applicants must be eligible for specialist registration on or before 31 October 2018. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in the relevant discipline. Recommendations: Prior experience in working in a tertiary hospital Intensive Care Unit. High level of competency in using computing and information management systems, including Microsoft Word, Excel, Access, Powerpoint. Prior teaching experience to Registrars at Primary, Intermediate or Part 2 level. Track record of academic publications. Currently valid Provider certification for Advanced Cardiac Life Support and/or Advanced Trauma Life Support. Knowledge, Skills, Training and Competence Required: Competent clinical skills and medical knowledge appropriate for the level of a Specialist in the relevant qualifying speciality. Ability to assess and manage patients requiring Specialist-level interventions in the relevant qualifying discipline. Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with senior and junior staff. Understanding and ability to apply, at a level appropriate to the post, public sector and health sector legislation, medical ethics and financial management. Ability and willingness to participate in information management, clinical governance, quality assurance programmes, and human resource management at a level appropriate to the post. Ability to supervise and teach junior staff, including nursing and allied medical practitioners. Ability and willingness to participate in and provide undergraduate and postgraduate training. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours Commuted Overtime per week, is essential. Commuted Overtime hours will be calculated at the rate of 1:1 for time spent Onsite, and at a ratio of 0.3:1 (or as defined in current Kwa-Zulu Natal Department of Health commuted overtime policy) for Offsite hours on call. While on Offsite call, incumbents must be immediately contactable and must consistently be able to be physically present in the relevant clinical area within 30 minutes of being called.
DUTIES: The intention of this post is to employ a Medical Specialist from a qualifying base discipline (Anaesthesia, Emergency Medicine, Internal Medicine, Obstetrics & Gynaecology, Surgery) who wishes to undergo Subspecialisation training in Critical Care, with the aim of meeting the experiential requirements to write the Certificate in Critical Care examination of the Colleges of Medicine of South Africa. The incumbent's duties and training will primarily be performed at Grey's Hospital Intensive Care Unit, and in other facilities of the Pietermaritzburg Metropolitan Department of Anaesthesia, Critical Care and Pain Management. In addition, the incumbent will need to rotate for periods of experiential learning to relevant Departments in the Pietermaritzburg Metropolitan Area for exposure to Nephrology, Paediatric Critical Care and Cardiology, as well as to facilities outside the Pietermaritzburg Area for critical care subdisciplines not currently available in Pietermaritzburg (Neurocritical Care, Cardiothoracic Critical Care); additional relevant rotations may be considered on an individual basis. The incumbent will need to undertake self-directed learning to cover the breadth of the theoretical knowledge requirements of the syllabus for the Certificate in Critical Care of the Colleges of Medicine of South Africa will be required. Participation in the clinical service delivery programmes for critically ill patients of the Pietermaritzburg Metropolitan Department of Anaesthesia, Critical Care and Pain Management: Evaluation and assessment of patients with critical illness for Intensive Care Unit admission. Provision of appropriate medical care to critically ill patients in accordance with the Intensive Care Unit policies and currently accepted international guidelines, norms and standards. Direction of multidisciplinary clinical management of critically ill patients admitted to the Intensive Care Unit, and of those planned for admission. Competent performance of procedures including endotracheal intubation, mechanical ventilation, placement of intravascular catheters, dialysis and critical care ultrasound and supervision of junior staff in the performance of these procedures. Competent interpretation of relevant clinical investigations. After-hours participation in the clinical service delivery programmes for critically ill patients of the Pietermaritzburg Metropolitan Department of Anaesthesia, Critical Care and Pain Management as per operational requirements. Participation in the following training programmes: Training of Interns, Medical Officers and Registrars in the Department of Anaesthesia, Critical Care and Pain Management. Training of nursing staff, allied medical discipline practitioners, clinical technologists, and emergency care practitioners. Teaching via the lecture programme for FCS (SA) Intermediate candidates resuscitation training for hospital staff of all grades. Relevant training programmes. Assist with the development and support of critical care services in the drainage area of Grey's Hospital and of the Pietermaritzburg Metropolitan Department of Anaesthesia, Critical Care and Pain Management, including participation in Outreach programmes. Active participation in clinical research, clinical governance, quality control and related administrative duties of the Intensive Care Unit at Grey's Hospital. Active participation in the academic activities of the Grey’s Hospital Intensive Care Unit, and of the Pietermaritzburg Metropolitan Department of Anaesthesia, Critical Care and Pain Management, and of the Disciple of Anaesthesia and Critical Care of the School of Clinical Medicine of the University of KwaZulu-Natal. The Department is a section of the UKZN Discipline of Anaesthesia and Critical Care, active participation in programs and activities originating from the university will be required. The University requirements with regard to Master's qualifications for Subspecialist Trainees are under review. The Subspecialist trainee will be required to keep themselves familiar with, and comply with, any relevant University regulations.

ENQUIRIES: Dr R. Von Rahdan Tel No: 033 897 3414
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, 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 41/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The
appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 24 August 2018

POST 32/75 : MEDICAL SPECIALIST GRADE 1/2/3 - PSYCHIATRY) REF NO: PSH 19/18

SALARY : Grade 1: R1 051 368 per annum  
Grade 2: R1 202 112 per annum  
Grade 3: R1 395 105 per annum  
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE REQUIREMENTS : Port Shepstone Hospital  
Senior certificate, MBchB degree, Registration certificate with the HPCSA as a Medical Specialist in Radiology, Current HPCSA Registration card 2018 – 2019, Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Radiology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. The incumbent of the post will provide specialist clinical services to psychiatric patients utilizing hospitals in Ugu region. Six percent services to GJ Crookes Hospital; twenty percent services to community clinics around GJ Crookes; twenty percent services to ST Andrews Hospital. A basic qualification of MBchB plus FC Psychiatry or M Med Psychiatry or equivalent. Current registration with the HPCSA. Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Knowledge, Skills and Experience: Sound knowledge of clinical concept within the department of Psychiatry. Good operative skills to carry out advance clinical services. Research and organizational ability. Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Financial and project management.

DUTIES : Provide safe, ethical and high quality of care throughout the development of standard, audits, research and assessments in the following areas: Clinical and customer care (patient perspective). Close the gap to provide full package of service. Develop a monitoring and evaluation system with performance indicators, outputs, outcomes and target in agreement with the institutional management. Develop, maintain and audit the correct implementation of clinical protocols, guidelines ensuring efficient, effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote team work and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for Ugu District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team member. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of service provided. Align service clinical service delivery plans priorities with hospital plans and priorities. Recruit, attract and retain staff for the unit.

EQUIRIES APPLICATIONS FOR ATTENTION NOTE : Dr PB Dlamini or Dr M Panajatovic Tel No: (039) 688 6147 or Tel No: 039 688 6000 Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240 Miss D.L. Du Randt Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 24 August 2018
POST 32/76 : MEDICAL SPECIALIST- ORTHOPAEDICS GRADE 1, 2 & 3 REF NO: PSH 27/18 (X1 POST)

SALARY : Grade 1: R1 051 368 per annum
          Grade 2: R1 202 112 per annum
          Grade 3: R1 395 105 per annum
          (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Senior certificate, MBchB degree, Registration certificate with the HPCSA as a Medical Specialist in Orthopaedics, Current HPCSA Registration 2018 – 2019. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Competencies Required: Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Ability to supervise and teach junior staff as well as prepare them for the diploma in Orthopaedics. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Servants Legislations, regulations and policy.

DUTIES : Provide specialist Orthopaedic care to all patients in Ugu district. Provide for the effective running of the wards, outpatient department and operating Theatres. Capacity building in district hospitals and provision of outreach services with focus on improving orthopaedic services. Develop a CPD and training programme in all hospitals in the district. Support and supervise junior staff in the district hospitals and regional hospital complex. Develop and implement protocols for Orthopaedics. Support quality improvements in the hospital. Conduct research and train doctors towards a diploma in Orthopaedics. To perform commuted overtime in line with hospital needs and as per commuted overtime contract.

EQUIRIES : Dr PB Dlamini Tel No: (039) 688 6147 or Dr F Coetzee Tel No: 039 688 6000

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION : Miss D.L. Du Randt

CLOSING DATE : 24 August 2018

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

POST 32/77 : MEDICAL SPECIALIST GRADE 1, 2 & 3 (RADIOLOGY) REF NO: PSH 28/18 (X1 POST)

SALARY : Grade 1: R1 051 368 per annum
          Grade 2: R1 202 112 per annum
          Grade 3: R1 395 105 per annum
          The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Senior certificate, MBchB degree, Registration certificate with the HPCSA as a Medical Specialist in Radiology. Current HPCSA Registration card 2018 – 2019. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Radiology. Knowledge, Skills and Experience: Sound knowledge and appropriate experience in all aspect of imaging; Ability to teach and supervise junior staff; Good administration, leadership, decision making and communication skills; Ability
to work in a team; Sound knowledge of medical ethics; Knowledge of Health and Labour legislation; Capacity to build and maintain relationships; Cross cultural awareness. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application.

**DUTIES**

Participate in on-going provision of radiological services in Port Shepstone hospital and other Ugu district health facilities. Perform, interpret and report radiological procedures and studies. Provide expert opinion where required. Promote and participate in outreach programmes in the feeder district hospitals and CHCs. Training and supervision of the medical officers and other staff categories. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Provide after hour service in accordance with commuted overtime contract and needs of the institution. Control and manage the radiological services as delegated. Maintain professional and ethical standards. Assist head of clinical unit in radiology regarding administrative matters.

**APPLICATIONS**

Dr PB Dlamini Tel No: (039) 688 6000 / 6147
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

**FOR ATTENTION**

Miss D.L. Du Randt

**CLOSING DATE**

24 August 2018

**NOTE**

Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**POST 32/78**

**MEDICAL OFFICER GRADE 1/2 REF NO: HRM 36/2018 (X1 POST)**

Directorate: Dept of Infectious Diseases

**SALARY**

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

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Recommended: Research experience, one year minimum experience working in Internal medicine. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development

**DUTIES**

Provides a holistic patient care, inclusive of preventative measures, treatment and rehabilitation, to provide continuing evaluation and management of patients admitted to acute care wards and arrange for follow-up/review of patients, provides an on-going medical management of patients with chronic conditions, give medical input into Team management, deals with disability grants assessments, provision of input on Medico-Legal problems, demonstrable computer literacy with knowledge and experience in the use of MS Office, the successful candidate will get exposure to the management of complicated infections including HIV/AIDS and associated opportunistic infections

**ENQUIRIES**

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

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**NOTE**

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

CLOSING DATE : 24 August 2018
POST 32/79 : MEDICAL OFFICER GRADE 1/2 REF NO: HRM 37/2018 (X1 POST)
CENTRE : King Edward VIII Hospital (KEH)
SALARY : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
          GR 2: R892 551 – R975 945 (All inclusive package)
REQUIREMENTS : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Recommendation: Grade 1: Must register for Diploma in Anaesthetics, Grade 2: Diploma in Anaesthesia PLUS 4 years experience in Anaesthesia at a recognized DA training facility OR Completion of 4 years registrar time in Anaesthesia and registered for M.Med Anaesthetics and not yet registerable as a specialist (ie. Suitable for end of time registrars).
DUTIES : Clinical responsibility including examine, investigate diagnose and oversee treatment of patients, the incumbent will be expected to rotate through S-block (multidisciplinary anesthesia services), O-block (obstetric) and ICU complexes at King Edward VIII hospital, to perform appropriate pre-operative examination and optimization of patients for planned surgery, to provide safe and appropriate anesthesia during surgery, to participate in post-operative care of patients, anaesthetists must be prepared for early starts to the working day and potentially late unpredictable finishes to the normal working day, the nature of anesthesia means that frequent weekend shifts are required inside the commuted overtime package, participate in relevant training programs, maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care, undertake continuing medical education and professional development and study professional literature eg. Medical journals, to identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures, to participate in audit and quality control programs and research to improve the standard of patient care, to participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations, to participate in Outreach services in the drainage area of King Edward VIII Hospital as appropriate to their grade of qualification and experience, to maintain a logbook of clinical duties
ENQUIRIES : Dr. S.A. Moodley Tel No: 031 360 3854
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational
qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE: 24 August 2018

POST 32/80: MEDICAL OFFICER GRADE 1/2 REF NO: HRM 38/2018(X1 POST)
Directorate: Dept. of ICU

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

CENTRE:
King Edward VIII Hospital (KEH)

REQUIREMENTS:
MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Knowledge, Skills, Training, and Competencies Required: Ability to recognize critically ill patients, skills in resuscitation according to guidelines, ability to stabilize critically ill patients and order investigations under supervision, ability to perform procedures under supervision, ability to interpret clinical signs and present at ward rounds, ability to oversee the maintenance of equipment in the ICU and to assist in procurement, competency in data keeping, an interest in research, capability of sound ethical practice and ability to cope with stress, competency in teamwork and willingness to participate in the development of the critical care service at King Edward Hospital.

DUTIES:
Management of admissions to ICU, presentation at ward rounds, follow-up of patients discharged from ICU, participate in the academic program in the ICU, assist with mortality and morbidity meetings, oversee equipment maintenance, assist with the development of protocols and policies, assist with research projects in ICU, supervision of junior registrars, ability to perform after hour duties

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

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

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

**CLOSING DATE**: 24 August 2018

**POST 32/81**: OPERATIONAL MANAGER NURSING: SPECIALTY REF NO: MBO 14/2018 (X1 POST)

**SALARY**: R532 449

**CENTRE**: Mbongolwane District Hospital (Maternity)

**REQUIREMENTS**: Matric/ Grade 12. Current registration with SANC as a Professional Nurse and Midwifery. A post basic nursing qualification with the duration of at least 1 year in Maternity accredited with SANC. A minimum of 9 (nine) years appropriate/recognizable nursing experience after registration with SANC as a General Nurse and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Maternity. Current and previous proof of experience endorsed by HR. Knowledge, Skills, Training and Competencies required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management with specialty. Knowledge of labour relations and disciplinary procedures. Basic financial management skills.

**DUTIES**: Ensure clinical nursing practice by the nursing team accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as a part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and demonstrate basic computer literacy as a support tool to enhance service delivery. Ensure effective and efficient management of material and neonatal program.

**ENQURIES**: Mrs L C Mtshali Tel No: 035 4766242 ext. 204

**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**: 24 August 2018
POST 32/82 : CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: UMZIN 08/2018 (X1 POST)

SALARY : R420 318 per annum Plus 13TH cheque, Housing allowance (Employee must meet prescribed requirements, Medical Aid (Optional) Rural allowance (On claim basis)

CENTRE REQUIREMENTS : Umzinyathi Health District Office

SALARY : R420 318 per annum Plus 13TH cheque, Housing allowance (Employee must meet prescribed requirements, Medical Aid (Optional) Rural allowance (On claim basis)

CENTRE REQUIREMENTS : Umzinyathi Health District Office

REQUIREMENTS : Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife/Accoucheur with SANC. Current Registration with SANC. Valid Driver’s License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations: Supervision and management in a maternity setting. Advanced Midwifery qualification. Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills; Report writing; Knowledge on District Health Systems; Knowledge of relevant regulation and policies; An understanding of challenges facing the Public Health sector; Ability to translate and transform objectives into practical plan; Leadership, organizational, decision making and problem solving abilities within the DHS framework.

DUTIES : Develop, implement and monitor the MNCWH plan in line with the District Health Plan. Achieve targets as set out in the annual performance agreement. Co-ordinate and promote MNCWH activities within the District. Co-ordinates and facilitate MNCWH in-service Training and Workshops. Ensure that clinical audits are conducted a Sub-District level. Ensure integration of MNCWH with other Health programs. Monitor indicators which measure the health practices. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Manage all resources allocated to MNCWH. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Facilitate, conduct and support mortality meetings. Support the facilities with provision of guidelines and protocols. Monitor implementation of current policies and protocols with an aim to achieve the SDG’s. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers.

ENQUIRIES : Mrs. S Sibiya Tel No: 034 2999114
APPLICATIONS : all applications should be forwarded to: The District Manager; Umzinyathi Health District; Private Bag X 2052; Dundee; 3000; Hand delivery: 34 Wilson Street; Dundee; 3000
FOR ATTENTION : Ms. M Ngwenya
NOTE : please note that due to financial constraints, there will be no payment of S&T claims.
CLOSING DATE : 24 August 2018

POST 32/83 : CLINICAL PROGRAMME CO-ORDINATOR – INFECTION CONTROL REF NO: ST 17/2018 (X1 POST)
Component: Infection prevention and control

SALARY : R420 318 per annum Plus 8% rural allowance. Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE REQUIREMENTS : Stanger Hospital

SALARY : R420 318 per annum Plus 8% rural allowance. Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE REQUIREMENTS : Stanger Hospital

REQUIREMENTS : A Diploma /Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of registration with SANC (2018 receipt). A minimum of 7 years appropriate/ recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Proof of working experience endorsed by HR Department. A valid code 8 driver’s licence. Knowledge, skills training and competencies required: Good management and analytical skills. Good communication, leadership and interpersonal skills. Ability to work in a team. Knowledge of all relevant prescripts, Provincial Health Act 2000, the Nursing Act, Occupational Health and Safety Act.

DUTIES : To manage and provide an efficient and effective infection control service at Stanger Hospital in collaboration with other units to ensure optimal health status and holistic patient care. To provide support to the hospital management team to meet the patient/client needs and enable to Co –ordination of services thereby ensuring that the
objectives of the institution are met. To provide infection control guidelines that protect employees from occupational risks and hazards and to make sure that an infection free environment is created and maintained within the institution. To manage the infection Control Committee ensuring that infection Control Staff are knowledgeable on all current infection control matters and that they provide information advice and education to hospital personnel. To ensure that written policies and procedures for activities of the infection control service are in line with current standards of practice, regulations, and the objectives of the service. To ensure that a service delivery improvement plan is implemented, maintained and monitored by the committee. Ensure the implementation of Programs related to IPC. To ensure compliance to National Core Standards. To function with infection control guidelines to ensure optimal level of client safety and to protect employees from occupational risks and hazards. To promote an infection free environment within a multidisciplinary team. Continuous monitoring of clinical areas to ensure compliance to IPC guidelines and process. To provide guidance to all clinical areas to meet the patient needs and co-ordination of infection control services. To develop and implement a written plan that addresses the need of the department and must be aligned to KZN infection control policy. To prevent, recognize and isolate outbreaks of Infectious diseases in healthcare settings. Ensure ongoing staff development in areas of IPC.

ENQUIRIES            : Mr S Govender (Human Resources Manager) Tel No: 032 437 6006
APPLICATIONS         : Applications to be forwarded to: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450
FOR ATTENTION NOTE   : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2017. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). Persons with disabilities should feel free to apply for the post.
CLOSING DATE         : 24 August 2018
POST 32/84            : OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 09/2018
SALARY               : R420 318 - R473 067 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
CENTRE REQUIREMENTS  : St Apollinaris Hospital (Outpatient Department)
DUTIES               : Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure clinical nursing
practice by the nursing team (unit) in accordance with the scope of practice and nursing
istandards as determined by the relevant health facility. Provision of administrative
services. Maintain a constructive working relationship with nursing and other
stakeholders. Promote quality of nursing care as directed by the professional scope of
practice and standards as determined by the relevant health facility. Utilize human,
material and physical resources efficiently and effectively. Demonstrate a basic
understanding of HR and financial policies and practices. Supervise and ensure the
 provision of an effective and efficient patient care through adequate nursing care.

ENQUIRIES:
APPLICATIONS:

should be directed to: Miss NR Njobe @ (039) 833 8000/8013

Direct your application quoting the relevant reference number to: The Chief Executive
Officer, St. Apollinaris Hospital, Private Bag X206, Creighton, 3263. Hand delivered
applications may be submitted to Human Resource Section, St Apollinaris Hospital or
be dropped in the application box at Security Department on or before the closing date
before 16:00.

FOR ATTENTION:

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

CLOSING DATE:

24 August 2018

POST 32/85:

PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFERY AND
NEONATAL CARE) REF NO: MBO 18/2018 (X1 POST)

SALARY:

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

CENTRE:

Mbongolwane District Hospital

REQUIREMENTS:

senior certificate / Matric or equivalent. National Diploma / Degree in General Nursing.
Current registration with SANC as General Nurse and relevant speciality (2017/2018).
Certificate of service or verification of qualification endorsed by Human Resource
Department. Grade 1: A minimum of 4 years appropriate/ recognizable experience as
General Nurse. One (1) year post basic qualification in Advanced Midwifery and
Neonatal Care. Grade 2: A minimum of 14 years appropriate/ recognizable experience
in nursing after registration as Professional Nurse with SANC in General Nursing. At
least 10 years of the period referred to above must be appropriate/ recognizable
experience in the speciality after obtaining the one year post basic qualification in the
relevant speciality working in Maternity wards. Knowledge, Skills, Training and
Competencies required: Knowledge of Public Service Policies, Acts and Regulations.
Good verbal and written communication and report writing skills. Knowledge of code of
conduct, Labour Relations, conflict Management and negotiation skills. Ability to
function within a team. Skills in organising, planning and supervising. Knowledge of
Batho Pele principles and Patients Right Charter.

DUTIES:

provision of quality nursing care through the implementation of standards. To develop
and ensure implementation of nursing care plans. To participate in quality improvement
programmes and clinical audit. To uphold the Batho Pele and patients right charter
principles. Maintain accurate and complete patient records according to legal
requirement. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilisation of all resources e.g. Human, Financial, material

ENQURIES  : Mrs L.C Mtshali Tel No: 035 4766242 ext. 204
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  : 24 August 2018
POST 32/86  : CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: MBO 16/2018 (X1 POST)
SALARY  : R362 559
CENTRE  : Mbongolwane District Hospital
REQUIREMENTS  : Degree/ Diploma in General Nursing and Midwifery plus 1 year post basic qualification in PHC. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Current SANC receipts. A minimum of 4 years appropriate / recognisable experience after registration as Professional Nurse and Midwife with SANC. Post basic qualification with the duration of at least 1 year qualification in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Proof of previous and current work experience (certificate of service) endorsed and stamped by HR office must be attached. Knowledge, Skills, Training and Competencies required: knowledge with SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patients' Rights Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving. Basic financial and Human Resource management.
DUTIES  : Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as a part of a therapeutic team co-ordinating between the hospital and community and preventing micro- legal hazards. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Prescribe and dispense medication to treatment guidelines, protocols and EDL for PHC. Initiate and provide preventive and promotive activities in Hast programme. To uphold the Batho Pele principles and Patients Right Charter.

ENQURIES  : Mrs L.C Mtshali Tel No: 035 4766242 ext. 204
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 : 24 August 2018

POST 32/87 : PROFESSIONAL NURSE GRADE 1 MALE MEDICAL WARD REF NO: MBO 18/2018 (X1 POST)

SALARY : Grade 1: R241 908 – R280 437 per annum
          Grade 2: R297 516 – R343 296 per annum
          Grade 3: R362 559 – R459 294 per annum

CENTRE REQUIREMENTS : Mbongolwane District Hospital

Grade 1: None.

Grade 2: A minimum of ten (10) years appropriate / recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing.

Grade 3: A minimum of twenty (20) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies required: good interpersonal, communication, problem solving and presentation skills. Ability to make independent decision, problem solving and conflict resolution. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework (Nursing Act). Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team worker. Leadership, organisational, decision making and problem solving abilities within the limit of public sector.

DUTIES : Provide quality, comprehensive patient care by promoting preventive, curable and rehabilitating service. Ensure compliance with health standards and maintain clinical competence. Liaise and communicate with other departments within the hospital as well as the referring clinics. Ensure clinical intervention to clients including administration of prescribed medication and on-going observation of patients in the wards. Adherence to principles of Batho Pele and Patients Right Charter. Comply with infection Prevention and Control Policies. Comply with Occupational Health and Safety policies. Comply with National Core Standards.

ENQURIES : Mrs L.C Mtshali Tel No: 035 4766242 ext. 204

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** : 24 August 2018

**POST 32/88** : PROFESSIONAL NURSE GRADE 1 FEMALE MEDICAL WARD REF NO: MBO 18/2018 (X6 POSTS)

**SALARY**
- Grade 1: R241 908 – R280 437 per annum
- Grade 2: R297 516 – R343 296 per annum
- Grade 3: R362 559 – R459 294 per annum

**CENTRE**
Mbongolwane District Hospital

**REQUIREMENTS**
- Matric/ Grade 12, Diploma / Degree in General Nurse, Registration certificate with South African Nursing Council as a General Nurse, No experience required. **Grade 1**: None.
- **Grade 2**: A minimum of ten (10) years appropriate / recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing.
- **Grade 3**: A minimum of twenty (20) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing.

Knowledge, Skills, Training and Competencies required: good interpersonal, communication, problem solving and presentation skills. Ability to make independent decision, problem solving and conflict resolution. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework (Nursing Act). Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team worker. Leadership, organisational, decision making and problem solving abilities within the limit of public sector.

**DUTIES**
Provide quality, comprehensive patient care by promoting preventive, curable and rehabilitating service. Ensure compliance with health standards and maintain clinical competence. Liaise and communicate with other departments within the hospital as well as the referring clinics. Ensure clinical intervention to clients including administration of prescribed medication and on-going observation of patients in the wards. Adherence to principles of Batho Pele and Patients Right Charter. Comply with infection Prevention and Control Policies. Comply with Occupational Health and Safety policies. Comply with National Core Standards.

**ENQURIES**
Mrs L.C Mtshali Tel No: 035 4766242 ext. 204

**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** : 24 August 2018
ANNEXURE S

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION

Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS: All applications should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [Registry].

CLOSING DATE: 31 August 2018 @ 16H30

NOTE: Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. Applications should be accompanied by a recent updated comprehensive C.V. (previous experience must be comprehensively detailed, i.e. position held and dates) as well as certified copies of all qualifications and ID document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/assets record check and security vetting). The successful candidate will be required to: sign employment contract and performance agreement and disclose his/her financial interests. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Faxed, emailed and applications received after the closing date, whether posted or hand–submitted will not be considered. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

OTHER POSTS

POST 32/89: EDUCATION PSYCHOLOGIST GRADE 1 REF NO: LDOE 07/07/2018 (X1 POST)
Advertisement of posts to support learners with severe to profound intellectual disabilities (LSPID) (two years contract)

SALARY: R674 892 Total salary package
CENTRE: Head Office Polokwane
REQUIREMENTS: NQF level 7 or 8 or relevant qualification as recognized by SAQA as a Psychologist. Applicants must be in possession of an appropriate qualification that allows Registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Computer literacy. A valid Driver’s licence will be an added advantage. Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should able to take initiatives, work under pressure. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing Transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers, on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality
public funded education for LSPID and carrying out administrative functions related to the support provided; Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: should be forwarded to Mr Nethengwe S @ 015 284 6500
NOTE: The person must be prepared to register with South African Council of Educators (SACE).

POST 32/90: CHIEF EDUCATION THERAPIST (OCCUPATIONAL) GRADE 1 REF NO: LDOE 01/07/2018 (X1 POST)
Advertisement of posts to support learners with severe to profound intellectual disabilities (LSPID) (two years contract)

SALARY: Basic salary: R440 982
CENTRE: Head Office (Polokwane)
REQUIREMENTS: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. They should be registered with the South African Council of Educators (SACE) and have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: should be forwarded to Mr Nethengwe S @ 015 284 6500

POST 32/91: CHIEF EDUCATION THERAPIST (PHYSIOTHERAPIST) GRADE 1 REF NO: LDOE 02/07/2018 (X1 POST)
Advertisement of posts to support learners with severe to profound intellectual disabilities (LSPID) (two years contract)

SALARY: Basic salary: R440 982
CENTRE: Head Office (Polokwane)
REQUIREMENTS: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as a Physiotherapist Therapist. They should be registered with the South African Council of Educators (SACE) and have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The
job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills.

**DUTIES**

As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES**

should be forwarded to Mr Nethengwe S @ 015 284 6500

**POST 32/92**

**CHIEF EDUCATION THERAPIST (SPEECH LANGUAGE) GRADE 1 REF NO: LDOE 03/07/2018, LDOE 04/07/2018 & LDOE 05/07/2017 (X3 POSTS)**

Advertisement of posts to support learners with severe to profound intellectual disabilities (LSPID) (two years contract)

**SALARY**

Basic salary: R440 069

**CENTRE**

Head Office Polokwane

**REQUIREMENTS**

Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Speech Therapist. They should be registered with the South African Council of Educators (SACE) and have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills.

**DUTIES**

As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES**

should be forwarded to Mr Nethengwe S @ 015 284 6500

**POST 32/93**

**SENIOR EDUCATION SPECIALIST GRADE 1 REF NO: LDOE 06/07/2018 (X1 POST)**

Advertisement of posts to support learners with severe to profound intellectual disabilities (LSPID) (two years contract)

**SALARY**

Basic salary: R391 677

**CENTRE**

Head Office Polokwane

**REQUIREMENTS**

Applicants must be in possession of a recognized 3 or 4 year qualification which includes a professional teacher qualification. They should be registered with the South African Council of Educators (SACE) as a professional educator and have 5 years’ experience in the educational field. The incumbent must have in-depth knowledge and understanding of education legislation and policies. The incumbent must be able to
promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in co-ordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills. Experience in co-ordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills.

**DUTIES:**

As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant support to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES:**

should be forwarded to Mr Nethengwe S @ 015 284 6500

**DEPARTMENT OF SOCIAL DEVELOPMENT**

*The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.*

**APPLICATIONS:**

Applications should be addressed to: The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building. Ground Floor, Office no 30.

**CLOSING DATE:**

24 August 2018@16h00

**NOTE:**

Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Faxed or E-mailed applications will not be considered. Applications must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will results in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualifications certificates and IDs on the day of the interviews for verification purposes. The recommended candidates for appointment will be subjected to Personnel Suitability Check for Security reasons. The contents of this Circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.dpsa.gov.za and www.vukuzenzele.gov.za.

**OTHER POST**

**POST 32/94**

**SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/56 (X1 POST)**

Two (02) year contract

**SALARY**

commencing salary notch: R363 507 + 37% in lieu of benefits, salary Level: Grade 1

**CENTRE**

DSD Provincial Office: ECD

**REQUIREMENTS**

An undergraduate (NQF level 7) in Social Work as recognised by SAQA. Seven (07) years’ experience as a Social Worker. Experience in the field of ECD and Partial Care
DUTIES: Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centres.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4315/4426.
ANNEXURE T

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

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

APPLICATIONS: All applications should be directed to: The Head of Department OR Private Bag X 11285 Nelspruit; 1200. Hand delivered to: Building No 3 Government Boulevard, Riverside Park Ext 2, Nelspruit 1200

FOR ATTENTION: Ms Gugu Nkosi, Mr Michael Mlangeni or Mr Emmanuel Makokoropo

CLOSING DATE: 24 August 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

NOTE: Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms)

MANAGEMENT ECHELON

POST 32/95: DIRECTOR: ENGINEERING AND TECHNICAL SERVICES REF NO: MPDOH/AUG18/01

SALARY: R948 178 per annum (SMS) Level 13 all-inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Engineering as recognised by SAGA. Registered as a professional engineer with ECSA. (Desirable). Five (05) years management experience. Valid Driver’s Licence.

DUTIES: Manage maintenance of Health Facilities through provincial, district and facility maintenance hubs. Manage professional engineering services provided to all Health Facilities. Manage maintenance of laundry plant and equipment. Coordinate management of waste. Manage compliance to OHS in terms of building and equipment. Effective management of waste. People and financial management. Strategic Management.

ENQUIRIES: Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

OTHER POSTS

POST 32/96: MANAGER: EXPANDED PROGRAMME ON IMMUNISATION REF NO: MPDOH/AUG/18/02 (Re-advertised)

SALARY: R902 550 – R1 015 842 per annum [OSD requirements depending on years of experience]

CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional Body of South Africa. At least three (3) to five (5) years' experience in Management Services preferably in vaccine preventable diseases control health related field. An honours or master’s degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of vaccine preventable diseases in keeping with the global targets for control, elimination and eradicated of EPI targeted conditions and the established disease control strategies. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on EPI disease control strategies with the focus on surveillance of vaccine preventable diseases and delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES: Develop, implement, monitor and evaluate policy guidelines for and control of vaccine preventable diseases and surveillance. Facilitate the implementation of the improvement plan for vaccine cold chain management with the focus on the delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies. Develop protocols and standard operating procedures (SOPs) for epidemic-prone vaccine preventable disease. Coordinate the control of vaccine preventable disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of vaccine preventable childhood diseases. Provide accurate information to Senior Managers and other stakeholders for evidence-based decision-making and programme planning and evaluation. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role-players and the private sector to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme. 

ENQUIRIES: Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/98: MEDICAL OFFICER GR1-3 (GENERAL SURGERY) REF NO: MPDOH/AUG/18/04 (X2 POSTS) (Replacement)

SALARY: R780 612 - R1 035 831 per annum [OSD requirements depending on years of experience] plus rural allowance
CENTRE: Witbank Hospital, Amajuba Memorial Hospital

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


ENQUIRIES: Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/99: PHARMACIST GR1 REF NO: MPDOH/AUG/18/05 (X4 POSTS)
(Replacement)

SALARY: R655 980 per annum

CENTRE: Bongani TB Hospital, Bethal Hospital, Emhuleni Hospital


ENQUIRIES: Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POSTS 32/100: ASSISTANT DIRECTOR: MEDICAL ORTHOTIC AND PROSTHETIC [MOP WORKSHOP MANAGER] REF NO: MPDOH/AUG/18/12
(Re-advertisement)

SALARY: R489 429 – R543 195 per annum OSD requirements depending on the experience plus benefits

CENTRE: Ermelo Hospital MOP Workshop

REQUIREMENTS: A degree / Diploma in Medical Orthotic and Prosthetic. A minimum of twenty (20) years’ experience after registration with the Health Profession’s Council of South Africa as Medical Orthotist and Prosthetist. (Where applicable). A degree / diploma in management will be added advantage. A valid driver’s license is required (Code EB). Knowledge of relevant legislation such as National Health act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Extensive interpersonal skills, ability to negotiate with different stake holders, skills in facilitation and program management, computer literacy and report skills and Innovative thinking.

DUTIES: Manage, coordinate and develop of MOP services at Institutional and District level. Implement the program according to the National norms and standards. Monitor and evaluate services delivery and report accordingly. Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop. Ensure availability of stock for the manufacture and issuing of medical
orthotic and prosthetic devices. Co-ordinate all trainings and Continued Professional Development activities at the institution.

ENQUIRIES
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/101
PROFESSIONAL NURSE (SPECIALITY THEATRE) – (PN- B2) REF NO: MPDOH/AUG/18/14
(Replacement)

SALARY
R445 917 – R454 436 per annum [OSD requirements depending on years of experience]

CENTRE
Amajuba Memorial Hospital

REQUIREMENTS
Basic R425 qualification (Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science: Operating Theatre. Candidates should also be registered with SANC with both these qualifications indicated. A minimum of 10 years appropriate/recongnsisible experience as a professional nurse after registration with SANC in General Nursing. Experience in Theatre Nursing. Good interpersonal relations.

DUTIES
Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient’s Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anaesthetist; manage CSSD Unit and General Management of theatre section.

ENQUIRIES
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/102
LECTURER GRADE 1 (PN-D1) PRECEPTOR REF NO: MPDOH/AUG/18/15
(Re-Advertised)

SALARY
R362 559 per annum

CENTRE
Bethal Hospital

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

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

ENQUIRIES
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/103
ASSISTANT DIRECTOR: WAREHOUSE LOGISTIC REF NO: MPDOH/AUG/18/16

SALARY
R356 289 per annum (Level 09) plus benefits

CENTRE
Provincial Office in Mbombela

REQUIREMENTS
Diploma / Degree in Logistic Services or equivalent qualifications plus six years’ experience in Warehouse or Logistical Services. A good understanding of the relevant business processes and warehouse principles and processes. Excellent administrative skills Computer literacy including SAP and MS Office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven .Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

DUTIES
Establish and implement efficient controls in logistics management. Prepare and present reports related to warehouse management activities. Be responsible for overall effective management of the store, including managing a team of personnel and their performances. Ensure compliance with relevant legal and statutory requirements e,g,health and safety. Ensure weekly/ monthly/annual stock count and other reporting requirement. Maintain financial records in compliance with policies and procedures. Ensure compliance with SCM policies and implement the standard operating
procedures. Respond to audit queries. Oversee training, development and application of performance management within area of responsibility.

**ENQUIRIES**
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

**POST 32/104**
**ASSISTANT DIRECTOR: FLEET MANAGEMENT** REF NO: MPDOH/AUG/18/17

**SALARY**: R356 289 per annum (Level 09) plus benefits

**CENTRE**: Provincial Office in Mbombela

**REQUIREMENTS**: Diploma / Degree in Fleet Management equivalent qualifications plus six years’ experience in Government Vehicle or Fleet Management, Computer literate and valid driver's licence. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

**DUTIES**: Co-ordinate transport - ensures that the best and most economical use of government motor transport is maintained. To exercise control over the maintenance and expenditure involved in the use of government motor transport. To arrange for proper completion and regular scrutiny of all records and returns concerning government motor transport. Ensure that the vehicles under his/her control are kept in a good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are complied with the act as liaison between his/her office, First Auto and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. To plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

**ENQUIRIES**
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

**POST 32/105**
**RADIOGRAPHER GRADE 1** REF NO: MPDOH/AUG/18/19

**SALARY**: R300 826 – R342 357 per annum in terms of OSD depending on experience

**CENTRE**: Piet Retief Hospital


**DUTIES**: Responsible for performing general and specialized radiography duties including working in wards and theatres. Produce good quality images and have the ability to assist with special procedures. Participate in quality improvement programs and adhere to implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.

**ENQUIRIES**
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

**POST 32/106**
**ADMINISTRATIVE OFFICER (HPV GRANT)** REF NO: MPDOH/AUG/18/20

**SALARY**: R242 475 per annum (Level 07)

**CENTRE**: Provincial Office; Nelspruit

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

**DUTIES**: Arrange for the HPV training, to calculate the estimated population of grade 3 girls, order the HPV vaccines for the whole province, to collate the district micro plans, write the quarterly grants reports, process rental vehicles, submit rental log sheets manage the expenditure of the grant as per approved business plan.

**ENQUIRIES**
Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087
**POST 32/107**: DENTAL CHAIR ASSISTANT GR1: REF NO: MPDOH/AUG/18/22 (X2 POSTS)

**SALARY**: R158 595 per annum

**CENTRE**: Dr Js Moroka Sub-District, Bernice Samuel Hospital

**REQUIREMENTS**: Grade 12 Certificate plus registration with the HPCSA. Have experience in dental assisting. Ability to work under pressure. Sound interpersonal relations appropriate verbal and written communication skills.

**DUTIES**: The successful candidate will assist the Dentists at the Hospital Oral Health facility and linked clinics during procedures. Reception of patients. Assist in organizing appointments and other administrative requirements for patients and the department. Responsible to clean and sterilize pre-operative and post-operative instruments and equipment. Order and monitoring of medical class II supplies. Prepare appropriate instruments, materials and equipment according to procedures to be performed. Assisting during procedures. Daily maintenance of autoclave, washer, hand piece unit. Other mechanical equipment. Offer oral Health education. Assist in School and other oral health care promotional programmes.

**ENQUIRIES**: Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

**POST 32/108**: PHARMACY ASSISTANT (POST BASIC GR 1) REF NO: MPDOH/AUG/18/21

**SALARY**: R138 213 per annum

**CENTRE**: Bernice Samuel Hospital

**REQUIREMENTS**: Post Basic Pharmacist Assistant qualification or equivalent. Registration with the SA Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate. Experience will be a recommendation. Basic Communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.

**DUTIES**: The incumbent of the post will work under direct/ indirect supervision of a Pharmacist. Issue medication to patients and wards as per Prescription. Measuring and distribution of stock to patients and wards. Preparing patients on the correct use of medicine. Receive, Read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacy vigilance. Stock control.

**ENQUIRIES**: Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.

APPLICATIONS: The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre

FOR ATTENTION: Director: Administrative Support Services.

CLOSING DATE: 24 August 2018 at 16H30

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

MANAGEMENT ECHELON

POST 32/109: DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2018/CATA/21/NW

SALARY: All Inclusive Package: R948 174 per annum (Level 13)

CENTRE: Head Office, Mmabatho

REQUIREMENTS: BCom Degree (Accounting) or equivalent qualifications (NQF7 & SAQA recognized) Five (5) years’ Middle Management experience. Valid driver’s licence. Knowledge: Sound knowledge of Government policies, legislation and intergovernmental relations. Financial management skills. Strategic capability and leadership abilities. People management and empowerment abilities. Change management skills. Sound managerial and administrative skills. Good facilitation and presentation skills. Advanced computer literacy Sound understanding of the PFMA, PPPFA, Treasury Regulations and other related prescripts. Result-driven, customer focused approach with excellent planning, organisational, communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of Human Resource and Financial Management. Good computer literacy in Microsoft Office suite (Word, Excel and PowerPoint) and accounting systems. (PERSAL, WALKER and BAS). Ability to work under pressure and deliver to tight deadlines. Code 08 driver’s license.

DUTIES: Coordinate the preparation of the MTEF process and adjustment budget as well as cash flow management. Implementation of budgetary controls for the effective & optimum use of funds. Render creditors accounts and salaries administration. Develop, implement and review financial policies and procedures. Render creditors payments and ensure improved turnaround time of payments within 30 days. Preparation and coordination of Interim and Annual financial statements. Coordinate and attend to internal and external
audit queries. Render the reporting of the departmental books of accounts. Render Human resources and risk management of the directorate.

ENQUIRIES : Ms P Mojaki, Tel No: 018 388 2667

POST 32/110 : DISTRICT DIRECTOR: ARTS, CULTURE & HERITAGE (X2 POSTS)

SALARY : All Inclusive Package: R948 174 per annum (Level 13)
CENTRE : Ngaka Modiri Molema District Office Ref No: 2018/CATA/22/NW (Re-Advertisement)
DR Ruth Segomotsi Mompati District Office Ref No: 2018/CATA/23/NW


DUTIES : Develop and implement the District programmes by ensuring effective and efficient provision of leadership and administration, Implementation of all Culture, Arts, Library Services and Traditional Affairs programmes. Develop and implement the District Strategies and Annual Performance Plans. Plan and manage the District budget in line with Public Financial Management Act and Treasury Regulations, Monitor and evaluate the implementation of Culture, Arts, Library Services and Traditional Affairs programmes. Liaising and managing stakeholder relations within the District. Manage and mitigate all Risks within the District. Prepare management information, reports statistics and reporting. Supervision of staff. Management and coordination of Service points.

ENQUIRIES : Mr T Mabe, Tel No: (018) 388 2794

OTHER POSTS

POST 32/111 : DEPUTY DIRECTOR: MUSEUMS AND HERITAGE REF NO: 2018/CATA/24/NW

Directorate: Arts and Culture

SALARY : R697 011 per annum (Level 11)
CENTRE : Head Office, Mmabatho

REQUIREMENTS : An appropriate three year Degree in Arts, coupled with 3-5 years ‘relevant experience in information of data analysis and data processing. The ability to work with Geographical Information System. In-depth knowledge of policy formulation. The ability to analyse policy and legislative documentation. Financial and project management skills. Excellent communication skills. Computer Literacy. A valid driver’s license.

DUTIES : Manage the human and material resources of the Sub-directorate. Develop and formulate policy regarding the role of museums, monuments and other exhibitions of South African and North West Cultural heritage in the socio-economic development of the South African society. Research and interpret existing policy in the fields of culture and heritage. Create awareness among the public and other stakeholders regarding heritage and cultural conservation. Compile administrative and capital budgets. Maintain and revise business systems, databases and procedures. Develop a policy for the Province regarding heritage and cultural conservation. Manage the establishment or consolidation of the Provincial Heritage Resource Authority (PHRA) and the Provincial Geographic Names Council. Monitor legacy, oral history and indigenous knowledge systems.

ENQUIRIES : Ms N Sekhabi, Tel No: 018 388 2815
POST 32/112 : DEPUTY DIRECTOR: CULTURAL INDUSTRIES REF NO: 2018/CATA/25/NW
Directorate: Arts and Culture

SALARY : R697 011 per annum (Level 11)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : An appropriate three year Degree or equivalent qualifications, coupled with 3-5 years relevant experience in business development or support preferably in the creative industries. An in-depth knowledge of the sector and its contribution to the economy of the country. A working understanding of the PFMA and the Public Service Act. Excellent analytical and research skills. Ability to liaise with stakeholders on all levels. Proven project management skills. Excellent verbal and written communication skills. Computer literacy and proficiently in MS Office Suite packages. Valid Driver's license.
DUTIES : Develop, implement and monitor sector Development Initiative programmes geared towards the creation of a sustainable creative industries sector. Facilitate comprehensive programs to industrialise the Arts and Culture Sector in the Province. Identify investment and export opportunities within the sector in consultation with the relevant stakeholders. Research and evaluate global and domestic subsectors and engage with local and international companies within the subsectors. Identify and evaluate possible private/public partnerships that would support the development of customised sector programmes within the relevant sector. Interpret research and reports on issues related to competitiveness and development of subsectors within the cultural industries sector. Assist in the planning, managing and developing of skills development programme for staff and interns in the Sub-directorate. Identify, develop and implement relevant skills development programme for the different projects identified as potential businesses.

ENQUIRIES : Ms N Sekhabi Tel No: 018 388 2815

POST 32/113 : ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 2018/CATA/26/NW
Directorate: Human Resource Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : An appropriate three year Degree/equivalent Diploma in Human Resource Management/related field. 2-3 years relevant experience. A generalist with an in-depth understanding of enabling HR legislative framework. (E.g. BCEA, EEA, OHSA, SDA, LRA etc). Extensive knowledge of the PERSAL System. Excellent communication skills, spoken and written. Computer literacy. Strong leadership skills, presentation skills, managerial skills and experience in Human Resource. Sound interpersonal skills.
DUTIES : Manage and co-ordinate human resource administration functions and practices matters within the Province to contribute to the rendering of a professional human resource management service: Conditions of Service and service benefits (Leave, PILIR, Terminations, Pension Administration, Medical Aid, Housing Allowances, Grade Progression and other related functions). Deal with Oversight Reports in terms of Leave, and address Human Resource Management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental / public service policies on matters related to human resource management to adhere to the relevant prescripts / legislation. Assist in the development of HRM policies and programmes. Render HR advisory support to line management and staff. Provide statistics and prepare consolidated reports on personnel administration issues. Provide technical support /advice and monitor compliance on service benefits issues to internal and external stakeholders including Traditional Leaders. Implementation of process and systems to improve workflow within HRM. Provision of monthly reports. Authorize/Approve users transactions on PERSAL according to delegations. Control HRM filing system and management of HR Registry. Supervise subordinates and provide mentoring and training.

ENQUIRIES : Ms W Jacobs Tel No: 018 388 2719

POST 32/114 : ASSISTANT DIRECTOR: BUDGET AND CASH FLOW MANAGEMENT REF NO: 2018/CATA/27/NW

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office, Mmabatho

**DUTIES**: Compile annual, monthly and quarterly reviews of the budget. Compile monthly expenditure report on the budget of the Department. Analyse early warning figures obtained from Walker and Vulindlela reports on a monthly basis. Move funds on the budget and provide outcomes of the departmental budget. Assist in the audit process, including year-end closure.

**ENQUIRIES**: Ms M Mogale, Tel No: 018 388 1309

**POST 32/115**: ASSISTANT DIRECTOR: LOGISTICS AND DISPOSAL REF NO: 2018/CATA/28/NW

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Head Office, Mmabatho

**REQUIREMENTS**: Coordinate and review the processing of requisitions for goods and services. Coordinate the safekeeping and distribution of goods. Coordinate the disposal of stock inventory. Verify, Capture and Authorise Procurement Source Documents and place the Order with Suppliers. Facilitate Authorisation and approval of Payment. Implement effective Supply Chain Management Procedures and Policies. Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required with regard to financial and HR administration. Control and safe guarding of all supply chain documentation.

**ENQUIRIES**: Ms T. Naphakade, Tel No: (018) 388 2471/2968

**POST 32/116**: ASSISTANT DIRECTOR: TENDER ACQUISITION REF NO: 2018/CATA/297/NW

**Salary**: R356 289 per annum (Level 09)

**CENTRE**: Head Office, Mmabatho

**REQUIREMENTS**: Coordinate (synergise), review and execute the bidding process. Coordinate, review, and compile the list of prospective providers for quotations suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES**: Ms T Naphakade, Tel No: 018 3882471/2968
ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 32/117: DEPUTY DIRECTOR-GENERAL: FINANCE (CHIEF FINANCIAL OFFICER)
Branch Finance

SALARY: R1 370 973 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Department of Health

REQUIREMENTS:
Minimum educational qualification: An appropriate post graduate qualification (NQF level 8) as recognized by SAQA plus 8 - 10 years' experience at a Senior Management level. Inherent requirements of the job: Ability to function in a team. Valid (Code B/EB) driver’s licence. Willingness to travel. Willingness to work after hours. Competencies (knowledge and skills): Competent in managing computer systems. Computer literacy (MS Office). Knowledge and understanding of relevant laws and regulations, such as the Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions. Skilled in analytical and strategic thinking, negotiating and conflict handling, budgeting and accounting, problem solving and communications. Strong leadership capabilities. Technically proficient in Supply Chain Management, Financial accounting, Management Accounting, Internal control, Internal and external audit and Information systems. Understanding of the financial environment.


ENQUIRIES: Mr A van Niekerk, Tel No: (021) 483-8684, Andries.vanNiekerk@westerncape.gov.za

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

NOTE: The Department is busy with a re-organisational exercise and current thinking is that this post-holder will also oversee the People Management and Facilities and Infrastructure Management Chief Directorates.

CLOSING DATE: 24 August 2018

OTHER POSTS

POST 32/118: HEAD CLINICAL UNIT GRADE 1 (MEDICAL) (ENT, HEAD AND NECK)

SALARY: R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the Stellenbosch University-FMHS)

REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical specialist in Ear, Nose and Throat Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver’s licence and willingness to travel to meet service needs. After-hour duty in the
department of Otorhinolaryngology. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Fellowship or experience in Head and Neck Surgery. Ability to teach, train and supervise students, Registrars and Medical Staff. Proven ability in conducting and supervising research. Proven exposure of engagement at all levels of care. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES**

Manage the head and neck surgery division within the department of Otorhinolaryngology. Responsible to provide specialist care for in-and out-patients and surgical procedures to head and neck patients in Tygerberg Hospital and surround. Take part in under-and post-graduate training. Supervise research activities and Active involvement in academic programme in department of Otorhinolaryngology. Maintain a strong, continually updated knowledge base in the discipline. Assist in administration work of the department.

**ENQUIRIES**

Prof J Loock, Tel No: (021) 938-9318

**APPLICATIONS**

The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION**

Ms C Dawood

**NOTE**

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

**CLOSING DATE**

24 August 2018

**POST 32/119**

CHIEF ENGINEER GRADE A (MECHANICAL)

Directorate: Infrastructure Planning

**SALARY**

R991 281 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: Appropriate engineering degree (B Eng/ BSC (Eng). Registration with a professional council; Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post-qualification experience required as a registered professional engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design construction, operation, and maintenance of complex buildings and their systems. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES**

Ms M van Leeuwen, Tel No: (021) 483-5084

**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**

24 August 2018

**POST 32/120**

MEDICAL OFFICER GRADE 1 TO 3

West Coast District

**SALARY**

Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
(A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Sonstraal Hospital

**REQUIREMENTS**:

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 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**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as 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.

**Competencies (knowledge/skills)**: Knowledge of applicable South African TB and HIV care guidelines. Knowledge of general medical and surgical conditions on hospital and PHC level. Computer literacy (MS Excel, Word, Outlook etc.). Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability and willingness to do outreach services to clinics throughout the catchment of the West Coast TB Complex, guiding health care colleagues in managing difficult TB cases. Good interpersonal, organisational and teamwork skills.

**DUTIES**: Provide quality inpatient care to patients in the West Coast TB Complex. Provide an Outreach and Support service to Sub-districts in the catchment of the Complex. Active participation in skills transfer, training and academic opportunities relevant to the post. Participation in Commuted Overtime duties in the West Coast TB Complex. Active involvement in the clinical governance, operational management and quality assurance processes of the Complex.

**ENQUIRIES**: Dr J Cronje, Tel No: (021) 862-3176

**APPLICATIONS**: To the District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

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

**CLOSING DATE**: 24 August 2018

**POST 32/121**: ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY: OPHTHALMOLOGY/ORTHOPAEDICS)

**SALARY**: R581 826 (PN-B4) per annum

**CENTRE**: Groote Schuur Hospital, Observatory

**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 Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional
Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure. Qualification in Nursing Management recommended.

**DUTIES**

Provide innovative leadership in the allocated area (Surgical pavilion inclusive of all wards dealing with surgical disciplines, e.g. Ophthalmology, orthopaedic, General Surgery and the Stomatherapy Department to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centred care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

**ENQUIRIES**

Mr A Mohamed, Tel No: (021) 404-2071

**APPLICATIONS**

To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**

Ms N Mbilini

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.

**CLOSING DATE**

24 August 2018

**POST 32/122**

**OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

Chief Directorate: Metro Health Services

**SALARY**

R532 449 (PN-B3) per annum

**CENTRE**

Kensington Community Day Centre

**REQUIREMENTS**

Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**

Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.

**ENQUIRIES**

Ms LM Appolis, Tel No: (021) 202-0933

**APPLICATIONS**

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

**FOR ATTENTION**

Mr F Le Roux

**NOTE**

No payment of any kind is required when applying for this post.
CLOSING DATE : 24 August 2018

POST 32/123 : CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)
Chief Directorate: Metro Health Service

SALARY : R440 982 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer (Independent Practice). Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiography (Independent Practice). Experience: A minimum of 3 years appropriate experience as a Diagnostic Radiography (Independent Practice) after registration with the HPCSA. Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to mobile and general radiography protocols. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy in MS Windows (Word, Excel and PowerPoint). Good interpersonal, leadership and project management skills. Knowledge of the Staff Performance Management System, Patient Archiving and Communication Systems. Ability to manage and supervise radiography service delivery with knowledge and skills of general radiography and mobile radiography.

DUTIES : Responsible for the control, supervision, delegation and co-ordination of activities in the department (including Ultrasound) and the delivery of a professional radiographic and Ultrasound service to patients within the Sub-structure. Produce diagnostic images of high quality and responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management, including statistic collation. Provide technical support (quality management, service implementation) to the Substructure and the PHC platform.

ENQUIRIES : Dr A Anthony, Tel No: (021) 902-5073
APPLICATIONS : The Acting Chief Executive Officer: Eerste River Hospital: Private Bag X5, Eerste River, 7103.
FOR ATTENTION : Ms N Wege
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 24 August 2018

POST 32/124 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD/GIT DEPARTMENT)

SALARY : R420 318 (PN-A5) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse and proof of current registration (i.e annual licencing receipt of 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (i.e. MS Word, Excel, PowerPoint and Outlook). Ability to manage finances to stay within allocated budgets. Knowledge of FBU management and skills in general nursing science.
DUTIES : Responsible for the coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES : Mr A Mohamed, Tel No: (021) 404-2071
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.
CLOSING DATE : 24 August 2018

POST 32/125 : SENIOR STATE ACCOUNTANT (PATIENT FEES ASSESSMENT (BILLING SYSTEM SUPPORT))
Directorate: Management Accounting

SALARY : R299 709 per annum
CENTRE : Head Office, Cape Town based at Stikland Hospital Office
REQUIREMENTS : Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience in compliance and auditing assessment or a recognised tertiary qualification in compliance and auditing. Appropriate experience in a supervisory and leadership position. Inherent requirements of the job: A valid (Code B/EB) driver’s licence. Willingness to travel across the province on a regular basis. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Supervisory and motivation skills, leadership and organisational skills. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Ability to work independently and within a team. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINICOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. Advanced computer literacy in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).

DUTIES : To perform an effective and efficient Compliance Assessment service in the field of Hospital Fees policies in respect of Admission and Reception, handling of State Money and Face Value Forms and Hospital Fees Debt. To perform an effective and efficient Compliance Assessment service in the field of BAS and AR transactions through Excel and Access. To perform an effective and efficient Compliance Assessment service in the field of differences on BAS and AR transactions and that they are identified and comprehensively explained. Effective and efficient supervision, planning and coordination of the Assessment Officials and strategic planning and preparations. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.

ENQUIRIES : Ms S Daniels, Tel No: (021) 940-8727
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. A technical competency test will be utilised as part of the selection procedure.
CLOSING DATE : 24 August 2018
POST 32/126 : SENIOR STATE ACCOUNTANT (HOSPITAL FEES COMPLIANCE AUDITING & BILLING SYSTEM SUPPORT)
Directorate: Management Accounting

SALARY : R299 709 per annum
CENTRE : Head Office, Cape Town based at Stikland Hospital Office
REQUIREMENTS : Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience in compliance and auditing assessment or a recognised tertiary qualification in compliance and auditing. Inherent requirements of the job: A valid (Code B/EB) driver’s licence. Willingness to travel across province on a regular basis. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Ability to work independently and within a team. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINiCOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. Advanced computer literacy in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).

DUTIES : To perform an effective and efficient Compliance Advisory service in the field of Hospital Fees policies in respect of Billing system support and Hospital Fees Debt. Evaluate compliance to financial legislative framework and reporting on evaluation (Findings and Recommendations) and liaise with management to address areas of non-compliance. Provide recommendations and assist institutions with the implementation of controls to remedy problem areas (improve compliance) including follow up with management that recommendations in respect of findings have been implemented. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.

ENQUIRIES : Ms S Daniels, Tel No: (021) 940-8727
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. A technical competency test will be utilised as part of the selection procedure.
CLOSING DATE : 24 August 2018

POST 32/127 : SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT
Chief Directorate: Rural Health Services

SALARY : R299 709 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject. Inherent requirement of the job: Willingness to work overtime when required. Experience: Appropriate relevant working experience in an Information management or data analysis environment. Competencies (knowledge/skills): Good numerical and analytical skills. Monitoring and evaluation of performance, processes and systems as well as experience and knowledge of Information Systems. Advanced MS Excel skills including data analysis, pivot tables, graphical presentation of data. Supervisory or Team leader skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Render ongoing information management support to the hospital, including day to day administration, attending meetings and staff management. Interrogate data and generate reports for planning, monitoring, co-ordination and evaluation of the Health Service. Ensure good quality data, timeous response to queries, compliance and adherence to strict target dates. Perform basic troubleshooting in desktop pc’s, printers and applications. Responsible for end-user support and training on information systems in the hospital.

ENQUIRIES : Ms S Janki, Tel No: (044) 802-4365
APPLICATIONS FOR ATTENTION : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
NOTE : No payment of any kind is required when applying for this post. Candidates will have to complete a skills competency test.
CLOSING DATE : 24 August 2018
POST 32/128 : INDUSTRIAL TECHNICIAN PRODUCTION
Directorate: Health Technology

SALARY : R242 475 per annum
CENTRE : Clinical Engineering, Goodwood Imaging Unit
REQUIREMENTS : Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) — Electronics and/Electrical — light current, mechatronics or mechanical or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: Appropriate experience in repair and maintenance to imaging systems and related medical equipment or demonstrate an aptitude for this type of work. Inherent requirements of the job: Valid (Code B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Ability to fault find and repair down to component level. Practical hands-on work with the repair of imaging equipment. Experience in the field of computer networking. Computer literate. Good written and verbal communication.

DUTIES : Complete task within time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Request parts and service via LOGIS system. Maintaining of maintenance Management system and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of Imaging and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr G Lee or Mr H Oosthuizen, Tel No: (021) 591-7126
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 24 August 2018

POST 32/129 : ELECTRO CARDIOGRAM ASSISTANT GRADE 1 TO 2 (CARDIOLOGY)

SALARY : Grade 1: R198 273 per annum
Grade 2: R233 553 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Matric Certificate with Life Science/Biology and Mathematics Literacy. 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’ relevant 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 children 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. Appropriate previous work experience in the Paediatric health care setting.

DUTIES : Take electro cardiograms. Train student clinical technologists, registrars and other medical support personnel. Maintain electrocardiogram equipment. Maintain and manage consumable stock needed for the performance of ECG’s. Keep records up to date. Record data on Clinicom. Develop and update skills in ECG area.

ENQUIRIES : Prof J Lawrenson/Ms Y Singh, Tel No: (021) 658-5588
APPLICATIONS : To the Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 24 August 2018

POST 32/130 : ADMINISTRATION CLERK: ADMISSIONS
Eden District

SALARY : R163 563 per annum
CENTRE : Oudtshoorn Hospital
**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a Health Facility. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and Public Holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel, PHCIS/Clinicom). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

**DUTIES**

Render an effective patient registration service and maintain manual patient records. Reception tasks, attend patient queries (verbal and written) and folder management. Admit, attend transfer and discharge/disposal patients as per WCG Hospital Fees policies and procedures. Medical records functions: keep record, file, retrieve patient folders, trace old folders destruct folders and compile new folders. Handle and receive public money. Effective assistance and support to supervisor and colleagues. File patient folders, documents on a daily basis and handle all general administration.

**ENQUIRIES**

Mr H Mapoli, Tel No: (044) 203-7264

**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**

31 August 2018

**POST 32/131**

FOOD SERVICE AID

Chief Directorate: Metro Health Services

**SALARY**

R96 549 per annum

**CENTRE**

Stikland Hospital

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**

Assist in the receipt and storage of all provisions and stock in the foodservice unit. Preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

**ENQUIRIES**

Ms J Walters, Tel No: (021) 940-4575

**APPLICATIONS**

To the Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville, 7530.

**FOR ATTENTION**

Mr CR Solomons

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

**CLOSING DATE**

31 August 2018

**POST 32/132**

HOUSEHOLD AID

Chief Directorate: Metro Health Services

**SALARY**

R96 549 per annum

**CENTRE**

Metro TB Hospital Centre (Brooklyn Chest Hospital)

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Household Aid in a Hospital environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning of equipment. The ability to read, write and converse in at least two of the three official languages of the Western Cape (ABET).

**DUTIES**

Effectively maintain a high standard of cleanliness and hygiene in the department. Apply occupational health and safety measures. Effective utilisation of stock and equipment. Render a support to the supervisor.

**ENQUIRIES**

Ms S Ntsabo, Tel No: (021) 508-7406
APPLICATIONS : The Chief Executive Officer: Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
FOR ATTENTION : Ms QC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 August 2018
POST 32/133 : CLEANER
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Du Noon CHC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirement of the job: Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Ability to operate machinery and equipment. Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse or waste products and adherence to policy and cleaning practices.

DUTIES : General cleaning and maintenance (sweeping, refuse removal, dusting, mopping, scrubbing, polishing with a polisher, cleaning hospital grounds, cleaning of windows, walls and equipment or machines, sorting and provision of hospital linen). Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain high standard of neatness and hygiene in the facility. Optimal support to Housekeeper and colleagues.

ENQUIRIES : Ms T Petshwa, Tel No: (021) 200 4500
APPLICATIONS : The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Retreat, 7945. Or P.O. Box 30360, Tokai, 7966.
FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 August 2018